

Henry

Open until filled

Membership & Donor Relations Coordinator

ABOUT THE HENRY: The Henry Art Gallery was founded as Washington State's first art museum in 1926, by Seattle entrepreneur Horace C. Henry, on the principle that art stimulates inquiry, fosters knowledge, and builds healthy communities. Located on the campus of the University of Washington (UW), Seattle, the Henry is internationally recognized as a pioneer in the research and presentation of contemporary art.

The mission of the Henry is to advance contemporary art, artists, and ideas. With a permanent collection of over 26,000 objects (including photographs, videos, paintings, works on paper, ceramics, costumes, and textiles), the Reed Collection Study Center, and a location on the University of Washington (UW) campus, the Henry is a key cultural resource and training ground in the visual arts for K–20 students, scholars, artists, and general audiences of all ages. Core values include collaboration, diversity and inclusion, risk-taking, transparency, accountability, excellence, and service.

POSITION PURPOSE: The Membership and Donor Relations Coordinator works with the External Relations team to grow all levels of museum membership and assures timely and personalized stewardship for all gifts.

STATUS: Henry Gallery Association Employee, benefits eligible.

REPORTS TO: Deputy Director of External Relations

ESSENTIAL FUNCTIONS: Duties and responsibilities include, but are not limited to:

Membership Coordination:

- Assists in developing an annual membership plan, outlining retention and acquisition strategies with the Deputy Director of External Relations
- Drafts text for appeal letters and development-related communications in collaboration with the Associate Director of Marketing, Communications, and Public Relations
- Generates reports to monitor and measure goals, tracking and analyzing trends in membership growth and occasionally working with outside groups on data analysis and comparative reporting projects
- Fulfills membership mailings such as renewal notices, membership solicitations, and acknowledgement letters
- Works collaboratively with team members and external parties to plan and implement shared functions, such as member-exclusive exhibition openings, activities, and fundraisers
- Responds to membership inquiries via phone, internet, and mail
- Works with the communications team to produce membership-related printed and web materials
- Oversees membership gift entry

Donor Stewardship and Events:

- Manages Raiser's Edge database and creates reports to keep all fundraisers up to date on the Henry's progress-to-goal
- Produces timely acknowledgement letters and pledge reminders for all gifts and membership levels by:
 - Working in concert with Executive Assistant to the Director to maintain accurate records for Henry Now Campaign and Board Giving
 - Managing departmental work-study and/or intern in the fulfillment of membership benefits
- Coordinates the personalized stewardship of endowment gifts by working with the UW Foundation
- Interfaces with UW Advancement on quarterly gift reporting, pledge fulfillment tracking, and donor records issues
- Produces other donor correspondence as requested, including occasional major gift reports to donors
- Supports donor cultivation and stewardship events by:
 - Serving as reservation and check-in lead for all membership and fundraising events, including management of the annual gala's registration system
 - Training volunteers for development-related events in conjunction with Volunteer Coordinator
 - Entering gift data into Greater Giving (event software) and reconciling the data upload with Raiser's Edge and Financial Edge
 - Assisting the Development and Special Events Manager on event logistics, donor wall recognition, and event mailings as needed
- Processes incoming gifts: depositing checks and credit cards in weekly batches, integrating with Raiser's Edge software, and linking gifts to constituent records
- Works in conjunction with Finance Director for pledge- and gift-tracking to stay in accordance with IRS regulations

Other duties as assigned:

- Supervises Work Study External Relations Assistant
- Maintains and manages all constituent lists, including bi-weekly e-blast lists on MailChimp and physical addresses of all constituents for mass mailings
- Maintains centralized development filing system, digitizing files with PaperSave

REQUIRED SKILLS:

- Proven experience with database management, including gift entry and batching, creating queries, and running reports
- Ability to produce mass mailings (paper and electronic)
- Collaborative work style and strong interpersonal skills to support work with colleagues, donors, and volunteers
- Excellent written and oral communication skills
- Ability to handle sensitive and confidential matters with discretion and responsibility
- Experience handling event RSVPs
- Excellent time management, problem solving, multitasking, attention to detail, and organizational skills

DESIRED SKILLS:

- Experience with Raiser's Edge, Excel, PaperSave, Mail Chimp, Financial Edge, Greater Giving
- Experience managing Outlook calendar
- Experience assisting with special events and annual fundraiser
- Supervisory experience

EQUITY AND INCLUSION: The Henry is committed to racial equity and inclusion. Qualified individuals who bring diverse perspectives to the workplace are encouraged to apply.

To apply, please send cover letter and resume to jobs@henryart.org. No phone calls, please.