

# Henry

## Membership and Annual Giving Manager

### ABOUT THE HENRY

The Henry is a museum for contemporary art and ideas, grounded in the belief that art has the power to challenge norms, inspire change, and create a more equitable world. As Washington State's first art museum, the Henry is internationally recognized for groundbreaking exhibitions, dynamic programs, and a long-standing commitment to championing artists at every stage of their careers. With a collection of nearly 30,000 objects and a deep partnership with the University of Washington, the Henry serves as a welcoming cultural hub, amplifying a diverse range of artistic voices and offering transformative, first-hand experiences that spark curiosity and new perspectives. Learn more at [henryart.org](https://henryart.org).

### POSITION PURPOSE

The Membership and Annual Giving Manager is responsible for driving the Henry's Membership and Annual Fund programs, along with contributing to general development efforts. This role oversees and manages the Henry's membership programs; the solicitation, acquisition, and retention of members; along with annual appeals and campaigns. The role also collaborates with the Development Manager on database management, donor cultivation, and stewardship.

The Membership and Annual Giving Manager supports comprehensive solicitation and stewardship efforts fostering high-quality interactions with the Henry's stakeholders and works closely with all Development team members to enhance donor engagement. This role is integral to the planning and implementation of special events, such as Patron Previews, Public Openings, the Seattle Art Fair, the Annual Gala, and other donor cultivation and stewardship events throughout the year.

### COMMITMENT TO EQUITY

The Henry acknowledges the historical structures and social dynamics that have continuously oppressed communities of color and we acknowledge our part in institutional racism. We also acknowledge that we are situated on the land of the Coast Salish peoples.

We are actively committed to racial equity and to building a strong foundation of inclusivity and awareness in all we do. We value discourse that brings forward voices and positions that have been – and continue to be – oppressed. We do not tolerate hate speech or actions.

We recognize that we are in the process of embodying these values across our exhibitions, programs, and operations; this is our ongoing work.

The Henry Art Gallery is a part of the University of Washington. For more information about race and equity at the UW, see [u.washington.edu/raceequity](https://u.washington.edu/raceequity).

SCHEDULE: Tuesday – Friday, 36 hours per week (90% Full-time Equivalent or FTE); Occasional evening and weekends may be required to support member and donor events and programs.

Pay Range: \$33-\$35/hour

REPORTS TO: Director of Development

#### ESSENTIAL FUNCTIONS:

##### Membership Program and Events / Annual Fund

- Leads strategic membership efforts with an equal emphasis on acquisition, retention, and generation of revenue of membership and annual fund campaign.
- Manages and administers membership programs, focusing on Contemporaries & Patron-Level membership cultivation.
- Develops a year-round membership acquisition plan that incorporates promotions, renewals, and discounts for all segments of the membership audience.
- Strategizes, designs, and implements annual fund campaigns including year-end appeal, public giving days, monthly giving program, and in-building donations.
- Manages and grows underutilized parts of the individual giving program, including sustainer giving, employee matching programs, and gift membership campaigns.
- Executes stewardship activities including, tailored acknowledgment vehicles for major donors, stewardship gatherings, website, and donor wall acknowledgements, as appropriate.
- Works with Marketing and Communications teams to create all marketing materials related to member acquisition, renewal, and stewardship.
- Plans and implements a calendar of stewardship and cultivation events for members, working closely with Development team members and other Museum staff. This includes series of donor stewardship and cultivation events with various membership levels, dinners with patrons and artists, opening weekends, and annual gala.

##### Database

- Oversees membership data, gift processing, and acknowledgement in partnership with the Development Manager, including backup to gift processing during vacations or absences.
- Supports with gala and special event back-end processing and management of registration in coordination with development team members.
- Works closely with the Development Manager to provide customer service and member support; manage and execute gift processing and timely fulfillment of membership benefits and acknowledgements; process accounts receivable; refine gift entry systems, policies, procedures, and reporting as needed.
- Monitors, reports, and interprets membership data on a monthly and quarterly

- basis in conjunction with or as requested by the Director of Development.
- Coordinates and performs regular database maintenance and donor record updates, maintaining strict confidentiality of all donor information.
  - Oversees, and maintains best practices aligned with the Henry's finance team working with the Development Manager on the accuracy of data.

#### Additional Duties

- Manages budgets, reporting, and analysis related to membership, appeals & campaigns as related to responsibility as needed.
- Other duties as assigned.

#### CONNECT WITH US IF YOU HAVE:

- At least 2-3 years of experience as a direct fundraiser focused on Membership and / or Annual Fund.
- Exceptional written and oral communication skills.
- Proven database experience.
- Proficiency in the Microsoft Office suite and ability to learn new business software programs.
- Collaborative work style and strong interpersonal skills to support work with colleagues, donors, and volunteers.
- Ability to handle sensitive and confidential matters with discretion and responsibility.
- Excellent time management, problem solving, multitasking, attention to detail, and organizational skills.
- Availability to work occasional week nights and weekend days for special events, donor events and museum openings.

#### ADDITIONAL DESIRED EXPERIENCE:

- Demonstrated experience with event planning and project management.
- Previous experience with any of the software that our team currently uses: Raiser's Edge, Tandem (UW's donor database), MailChimp, Asana.

If the above description does not fit you precisely but you think you would be an excellent fit for this role, please apply. We encourage you to speak directly to areas of potential growth, interest, and/or experience in your cover letter.

**STATUS:** Regular part-time employee; Affiliate University of Washington employee; FLSA non-exempt; Benefits eligible

#### BENEFITS:

- Medical, Dental, Vision: Eligible to enroll in the Henry's medical, dental, and vision insurance package. The Henry pays 100% of the cost for employees.
- Vacation: Accrue Vacation hours at a rate that increases with years of service, beginning at a rate of 5 hours per month.

- Holidays and Holiday Credit: 11 paid holidays, plus 1 annual personal holiday; eligible to accrue Holiday Credit hours for holidays falling on non-work days at a rate of 4 hours per holiday.
- Sick Leave: Sick leave accrued at a rate of 1 hour per every 40 hours worked.
- Retirement: Employees can elect to participate in the Henry's 403(b) retirement plan and make contributions through deferred compensation; after six months of employment, the equivalent of 3% of your compensation will be contributed by the Henry.

The employee will have also have access to or receive:

- Affiliate University of Washington employee status, with access to such things as: the UW library system, ability to purchase an IMA gym membership.
- One UW Professional and Organizational Development (POD) Course per year.
- A Professional Membership to the American Alliance of Museums (AAM).
- Up to \$50.00 reimbursement for materials towards the employee's understanding of Diversity, Equity, Accessibility, and Inclusion.
- Public Transportation Subsidy: the Henry will fully reimburse the cost of a quarterly U-PASS, or up to \$150 of actual expenses for ORCA purchases per quarter.

APPLY: Please send a cover letter and resume to [opportunities@henryart.org](mailto:opportunities@henryart.org), in one PDF if possible, with "Membership and Annual Giving Manager" in the subject line. No phone calls, please.

*The Henry is committed to fostering an inclusive, respectful and welcoming community for all. As an equal opportunity employer, the Henry considers applicants for employment without regard to race, color, creed, religion, national origin, citizenship, sex, pregnancy, age, marital status, sexual orientation, gender identity or expression, genetic information, disability, or veteran status.*