

SITE SANTA FE

TITLE:	Development and Membership Manager
STATUS:	Exempt, full time with benefits
REPORTS:	Director of Development
DATE:	January 2023

GUIDED BY ARTISTS, ROOTED IN NEW MEXICO, SITE SANTA FE CELEBRATES CONTEMPORARY CREATIVE EXPRESSION.

SITE Santa Fe is a non-profit contemporary arts organization based in Santa Fe, New Mexico. Since its founding in 1995, SITE Santa Fe has presented 11 biennials, more than 100 contemporary art exhibitions, and works by hundreds of emerging and established artists from around the world. SITE Santa Fe also presents a wide range of Public Programs that include conversations with artists and art-world luminaries, film screenings, performances, and concerts, as well as a series of longstanding Education Programs that engage local students in contemporary art experiences, hands-on projects, and work-based learning opportunities.

SITE Santa Fe is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, gender, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

Summary:

The Development and Membership Manager plays a critical role in increasing donor support and expanding SITE Santa Fe's Membership Program at every level. The Development and Membership Manager oversees the programming, planning, and implementation of Membership events and works closely with members of the Development and External Affairs teams to ensure a cohesive and inclusive message for SITE Santa Fe's Membership Program. The Development and Membership Manager reports to the Director of Development and works collaboratively with staff across departments.

Responsibilities

- Develop and implement a strategy for the growth and stewardship of SITE Santa Fe's Membership Program for both individuals and businesses at every level.
- Identify, cultivate, solicit, and steward support from individuals and businesses.
- Create an annual calendar of Membership events (including gatherings and parties, studio visits, travel, etc.) to deepen Membership engagement and encourage/expand participation.
- Continue the expansion and implementation of Digital Membership in collaboration with the External Affairs team.
- Collaborate with the External Affairs team to develop and execute a consistent and effective Membership Communication Plan.

- Attend, host, and support the execution of Membership and donor cultivation events throughout the year.
- Collaborate with the Director of Development and Development Assistant to ensure that all gifts are recorded and tracked, and that all donors and Members are properly thanked and recognized.
- Conduct a deep dive on major donors research and work with the Director of Development to develop an outreach plan for new prospects and a cultivation plan for current and prospective donors.
- Contribute to the planning and the execution of the Annual Fund fundraising initiative.
- Collaborate with the Deputy Director, Director of Development, and Event Production Manager to build and manage the Membership budget; expenses to be reviewed on a monthly basis.
- Contribute to the planning and execution of SITE Santa Fe's annual institutional fundraiser.
- Support the Deputy Director in the processes of annual financial reporting and tax filing.

Qualifications

1. Proven experience with direct cultivation and solicitation of individual donors with excellent communication and networking skills.
2. Strong knowledge of the local and national arts and culture fundraising landscape, and the ability to proactively research appropriate opportunities.
3. Excellent writing and presentation skills.
4. Experience developing and delivering high-value and creative cultivation activities and events.
5. Proven experience with managing prospect research and donor stewardship.
6. Ability to prioritize and manage time, multitask, take initiative, and meet deadlines in a fast-paced environment with rapidly shifting priorities.
7. Must be a self-starter and creative problem solver.
8. Experience analyzing and interpreting organizational budgets and tracking/maintaining program budgets.
9. Excellent organizational and analytical skills, and a strong attention to detail.
10. Ability to work collaboratively with staff and maintain a high degree of professionalism in a dynamic and creative setting.
11. Discretion in handling confidential and sensitive information.
12. Must embrace SITE Santa Fe's commitment to diversity, equity, inclusion and accessibility.
13. A high degree of computer literacy and competency in the MS Office suite, particularly Excel, PowerPoint, and Word.