The Albany Institute of History & Art seeks a well-rounded and detail-oriented individual with experience in development and a passion for the arts to join the museum’s fundraising team. The ideal candidate is personable, is a team player, and has the ability to work autonomously.

Reporting directly to the Director of Development, this individual will assist in all aspects of museum fundraising, pursuing program-related and general operating support from corporate, foundation, government, and individual contributors.

**Primary Duties and Responsibilities:**

- Provide support for all development department efforts
- Create and maintain donor lists to allow appropriate recognition on the museum’s website and in the museum
- Work with various Board of Trustees Committees
- Corporate & Foundation Giving
  - Research, identify, and cultivate new opportunities; submit requests for funding
  - Maintain corporate and foundation giving reports
- Individual Giving
  - Research prospective individual donors
  - Assist in annual fund appeals to individuals
- Endowment Campaign
  - Research prospective donors
  - Maintain Campaign reports
- Special Events
  - Support the planning and execution of the museum’s special events including the Museum Gala, Work of Art, and more
- Membership
  - Assist in administration of the museum’s Membership program
  - Manage Member programming
- Site Rentals
  - Manage site rental requests and scheduling/staffing logistics
- Other Fundraising duties as needed

**Qualifications**

- Minimum two years’ experience in a not-for-profit fundraising role
- Experience with donor-tracking software (Albany Institute of History & Art uses Raiser’s Edge)
- Excellent communication skills in writing, on the phone, and in person
- Strong organizational skills with attention to detail
- Ability to manage multiple tasks and projects simultaneously
- Proficiency in Microsoft Office including Word, Excel, and Outlook

**About the Albany Institute of History & Art**

**Profile & Background:** Founded in 1791, the Albany Institute of History & Art is the oldest museum in New York State and one of the oldest in the country. Throughout its long and venerable history the museum has changed its name seven times and reinvented itself to reflect the changing needs and interests of its community. The museum’s collections are well-known regionally and nationally. Our exhibitions and
programming for school and general audiences is well respected for its scholarship, innovation, and creativity. AIHA annually serves 34,000 visitors from the Capital Region and beyond. Collections numbering over 35,000 objects include paintings, drawings, prints, sculpture, ceramics, silver, glass, textiles, clothing, and historical artifacts. The library, a non-circulating research center, holds 1 million reference and rare books, manuscripts, maps, architectural drawings, broadsides, ephemera, museum archives, and 100,000 photographs. Its primary users are staff, genealogical researchers, scholars, students, architects, historians, and book publishers. Visitors remember us most for Hudson River School landscapes, a vibrant and unexpected costume collection, and essential innovations like examples of Albany’s claim to fame – the first perforated toilet paper roll.

Guiding Principle: Audiences are central to the Albany Institute of History & Art experience.

Mission: The Albany Institute of History & Art connects diverse audiences to the art, history, and culture of the Upper Hudson Valley through its collections, exhibitions, and programs.

Vision: The museum brings a global perspective to the art, history, and culture of the Upper Hudson Valley, creating physical and virtual experiences for the education, entertainment, inspiration of people of all ages.

To Apply
Please email your cover letter, resume, salary requirements, and writing sample before September 9 to Nicki Brown, Director of Development, at brownn@albanyinstitute.org. When submitting the application via email, please title the subject line “AIHA Development Manager”. No phone calls, please.