Individual Giving Coordinator

Hunterdon Art Museum is seeking a part-time (16 hours/week) Individual Giving Coordinator who will strengthen the Museum’s fundraising through individual giving initiatives. Working with the Executive Director, the Individual Giving Coordinator will develop and execute strategies to identify, cultivate, and solicit potential donors and steward current donors.

The Individual Giving Coordinator must have development experience with an emphasis on individual giving. Excellent interpersonal skills, strong writing skills, and a working knowledge of Donor Perfect or a similar database are required. The Coordinator will be joining a small, but dedicated team of individuals including the Foundation, Corporate and Government Development Officer and a special events coordinator.

The Museum offers flexible hours, vacation and sick leave.

Hunterdon Art Museum is an equal opportunity employer and is committed to diverse cultural and social perspectives. Employment decisions are made without regard to race, color, religion, sex, age, national origin, disability, veteran status, sexual orientation, or gender identity.

Please send a cover letter, resume, and a writing sample to marjorie@hunterdonartmuseum.org with Individual Giving as the subject.