Membership & Annual Giving Manager

Reports to: Director of Development & Engagement
Department: Development
Status: Full-time, Exempt
Salary Range: $55,000–$65,000, commensurate with experience

CAC HISTORY

Contemporary Arts Center is one of the oldest and most respected contemporary art institutions in the United States, founded in Cincinnati in 1939. CAC does not maintain a permanent collection; instead, it presents a dynamic program of exhibitions, performances, and public engagement that responds to artists working at the leading edge of contemporary practice.

CAC is housed in a landmark building designed by internationally acclaimed architect Zaha Hadid, which opened in 2003 and remains one of her most celebrated works. The museum is committed to access, innovation, inclusion, and the belief that contemporary art belongs to everyone.

SCOPE OF POSITION

The Membership & Annual Giving Manager is responsible for restructuring, developing, managing, and growing the Contemporary Arts Center's membership and annual giving programs. This position will play a key role in reimagining the CAC's membership program and building a more effective and sustainable model for member acquisition, retention, and revenue growth. The Manager will evaluate current practices, identify opportunities for improvement, and develop and implement strategies that strengthen relationships with members and individual donors while expanding the CAC's base of support.

The Manager will oversee memberships from acquisition and renewal through stewardship, engagement, and upgrading, while managing the cultivation and stewardship of individual donors making annual gifts of less than $5,000. Working closely with the Director of Development & Engagement and collaborating with other departments, the Manager will use data, communications, engagement, and program design to rebuild and strengthen the pipeline of individual support.

BENEFITS

FREE Employee EAP (Employee Assistance Program)

CAC Membership
Discounted Parking
CAC Shop & Café Discounts

DUTIES

Membership & Annual Giving

- Develop and implement strategies to grow membership and annual giving revenue, with an emphasis on acquisition, retention, renewal, and upgrades.
- Evaluate and restructure the CAC's existing membership program, including membership levels, benefits, communications, renewal strategies, and opportunities for increased engagement.
- Develop and manage annual giving campaigns throughout the year, including direct mail, email, digital, and other fundraising initiatives.
- Establish and monitor annual membership and annual giving goals, tracking progress and adjusting strategies as needed.
- Develop strategies to convert members into donors and donors into members, creating a stronger pipeline of individual support.
- Identify opportunities to increase recurring and unrestricted giving.

Donor Stewardship & Cultivation

- Manage relationships with individual donors and members making annual gifts of less than $5,000.
- Develop and implement meaningful stewardship strategies that acknowledge, engage, and retain donors.
- Create opportunities for donors and members to connect with the CAC's exhibitions, artists, programs, and mission.
- Coordinate personalized communications, acknowledgments, invitations, and other donor touchpoints.
- Identify potential major gift prospects within the annual giving and membership portfolios and collaborate with the Director of Development & Engagement on appropriate cultivation strategies.
- Support donor and member events and other engagement opportunities.

Data, Reporting & Prospect Development

- Maintain accurate and timely donor and membership records in the organization's database, Bloomerang.
- Regularly analyze membership and annual giving data to identify trends, opportunities, lapsed supporters, and prospects for increased giving.
- Develop reports and dashboards to monitor revenue, retention, acquisition, upgrades, and other key performance indicators.
- Ensure timely processing and acknowledgment of gifts in accordance with CAC policies and best practices.

Collaboration & Engagement

- Collaborate with Marketing & Communications to develop compelling fundraising and membership messaging and campaigns.
- Work closely with Visitor Experience, Education, Curatorial, and other departments to create meaningful member and donor experiences.
- Support development events and campaigns, including member events, donor cultivation opportunities, and the CAC's annual fundraising initiatives.

REQUIREMENTS

Bachelor's degree or equivalent experience. 3–5 years of experience in nonprofit development, membership, annual giving, fundraising, or a related field. Demonstrated experience developing and executing fundraising or membership strategies. Strong interpersonal and relationship-building skills, with the ability to communicate effectively with donors, members, colleagues, and volunteers. Excellent written and verbal communication skills. Strong organizational and project-management skills and the ability to manage multiple priorities and deadlines. Experience working with donor databases and using data to inform fundraising decisions. Interest in contemporary art and/or the CAC's mission is highly desirable.

SUCCESS IN THIS ROLE

Success in this position will be measured by the Manager's ability to:

- Build a stronger, more engaging membership program.
- Increase membership acquisition, retention, and renewal.
- Grow annual giving revenue and participation.
- Strengthen donor stewardship and engagement across the under-$5,000 giving portfolio.
- Identify and cultivate future major-gift prospects.

ALL OF THESE DUTIES ARE TO BE DONE WITH OVERALL CAC BUSINESS IN MIND. THE PERSON IN THIS POSITION WILL BE CONSCIOUS OF CAC PROGRAMS, EXHIBITIONS, CAC POLICY AND PROCEDURES, AND SOCIAL IMPACT GOALS.

APPLICATION PROCESS

Please send cover letter and resume to the Director of Administration and Operations: shutslar@cincycac.org

The Contemporary Arts Center is an Equal Opportunity Employer where all applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, Veteran, or disability status.