

AMERICAN ACADEMY IN ROME

Manager of Individual Giving

Location: New York, New York

Reports to: Associate Director of Development

Supervises: Development Coordinator

Founded in 1894, the American Academy in Rome is a leading American overseas center for independent study and advanced research in the arts and humanities. Each year, the Academy awards the Rome Prize to approximately 30 artists and scholars who join a dynamic, transdisciplinary residential community on the Academy's eleven-acre campus on the Janiculum Hill—enriched further by invited Residents and Visiting Artists and Scholars, reaching a community of approximately 100 at any given time. Fellows and Residents have gone on to earn 79 Pulitzer Prizes, 63 MacArthur Fellowships, 5 Nobel Prizes, and 5 Pritzker Prizes, among many other distinctions.

The Opportunity

The Manager of Individual Giving is responsible for leading and growing the American Academy in Rome's individual philanthropy program, including annual giving, mid-level donor engagement, major gifts cultivation, and board giving initiatives. This position plays a critical role in building a sustainable culture of philanthropy by identifying, cultivating, soliciting, and stewarding donors at all giving levels.

Reporting to the Associate Director of Development, the Manager of Individual Giving will oversee the strategy and execution of annual fundraising campaigns, manage a portfolio of major donor prospects, coordinate board giving efforts, and help strengthen donor stewardship across the organization. The position will work closely with senior leadership, board members, and colleagues across departments to develop meaningful opportunities for philanthropic investment in the Academy's mission and programs.

Success in this role will be defined by measurable growth in annual giving revenue, donor retention and upgrades, increased major gift support, increased board participation in fundraising, and the establishment of highly effective donor engagement and stewardship practices.

Key Responsibilities

Working closely with the VP for Development and the Associate Director of Development, the position will help lead:

Individual Giving Strategy and Program Management

- Develop and implement a comprehensive individual giving strategy that integrates annual giving, mid-level giving, major gifts, and board giving.
- Contribute to establishing annual fundraising goals and performance benchmarks aligned with organizational priorities.
- Manage and grow the donor pipeline, ensuring consistent movement of prospects through identification, cultivation, solicitation, and stewardship stages.
- Analyze donor trends and giving patterns to inform fundraising strategies and resource allocation.
- Collaborate with organizational leadership to identify funding opportunities that align donor interests with institutional priorities.

Annual Giving

- Help develop and implement the annual fundraising campaign schedule, including year-end appeals, Giving Tuesday, special campaigns, donor acquisition efforts, and monthly giving initiatives.
- Develop and execute multi-channel fundraising strategies utilizing digital communications, direct mail, social media, and other donor engagement tools.
- Oversee specific campaign planning, messaging, segmentation, execution, and performance analysis.
- Monitor donor retention, renewal, and upgrade rates and implement strategies to improve results.
- Work closely with communications team to ensure donor-centered messaging and consistent brand presentation.

Major Gifts

- Manage a portfolio of individual donors and prospects capable of making significant philanthropic investments.

- Identify, research, qualify, cultivate, solicit, and steward major gift donors.
- Prepare individualized cultivation and solicitation strategies for prospective donors.
- Coordinate donor meetings, briefings, and engagement opportunities involving the President and CEO, board members, and senior leadership in both the United States and Italy.
- Develop compelling gift opportunities that support both current operations and strategic initiatives.
- Utilize prospect research and wealth screening tools to identify high-capacity donor prospects and inform fundraising strategies.

Board Giving and Volunteer Engagement

- Partner with organizational leadership and board members to strengthen the culture of philanthropy and board engagement.
- Coordinate and support the board's annual giving campaign and stewardship activities.
- Support board members in identifying, cultivating, and soliciting prospective donors within their networks.
- Prepare fundraising materials, prospect briefings, and giving reports for board leadership.
- Track board participation and provide regular progress updates to leadership.

Donor Stewardship and Relationship Management

- Design and implement comprehensive donor stewardship programs that build long-term donor loyalty and engagement.
- Ensure timely and personalized donor acknowledgments, recognition, and reporting.
- Develop meaningful opportunities for donor engagement, including events, briefings, program updates, and special communications.
- Develop systems to maintain regular contact with donors to deepen relationships and increase philanthropic support.
- Collaborate with leadership to create custom stewardship plans for key donors.

Data Management, Reporting, and Operations

- Ensure accurate and timely donor record management in the organization's CRM system.
- Oversee prospect tracking, fundraising reporting, and data analysis.
- Manage the major donor pipeline tracking document, capturing all moves and suggested next steps.
- Monitor fundraising performance against goals and prepare regular reports for leadership and the board.
- Assist the Associate, Development Operations in working collaboratively with Finance to reconcile gifts, track restricted funding, and ensure accurate reporting.
- Maintain adherence to ethical fundraising practices and all applicable regulations.

Collaboration and Institutional Leadership

- Work closely with senior leadership to integrate fundraising priorities into organizational planning.
- Collaborate across departments to identify compelling funding opportunities and communicate program impact.
- Participate in strategic planning and advancement initiatives.
- Serve as an ambassador for the Academy and its mission within the philanthropic community.
- Support special projects and other special fundraising initiatives as assigned.

Qualifications

Required

- Bachelor's degree required.
- Minimum of 5–7 years of progressively responsible fundraising experience, including annual giving and major gifts.
- Demonstrated success securing five- and six-figure gifts from individual donors.
- Experience managing comprehensive fundraising campaigns and donor stewardship programs.
- Knowledge of major gift fundraising principles, annual giving strategies, donor engagement, and prospect development.
- Experience working with nonprofit CRM and fundraising platforms, including Salesforce or comparable systems.

- Strong analytical skills with the ability to interpret donor data and use insights to drive fundraising performance.
- Strong writing and editing skills with experience producing donor-focused communications.
- Strong interpersonal and diplomatic skills, along with a sense of humor.
- Flexibility to participate in calls in off-hours to accommodate colleagues in Rome, and work some evenings and weekends as required by events and donor activities.
- Proven ability to build relationships with donors, volunteers, executives, and board members.
- Highly organized, detail-oriented, self-starting, and able to manage multiple priorities simultaneously.
- Demonstrated commitment to ethical fundraising practices and donor-centered philanthropy.
- Genuine enthusiasm for the Academy's legacy and mission.

Preferred

- Advanced degree or CFRE certification preferred.

Candidate Profile

The ideal candidate will be a relationship-builder who is strategic, persuasive, and mission-driven. They will possess the curiosity to understand donor motivations, the discipline to manage a complex fundraising portfolio, and the interpersonal skills necessary to engage supporters, volunteers, executives, and board members with authenticity and credibility. They will bring initiative, resilience, sound judgment, discretion, and a commitment to advancing the Academy's long-term philanthropic growth.

Compensation & Location

Compensation: \$80,000-\$90,000

Salary is based on a range of factors that include relevant experience, knowledge, skills, other job-related qualifications.

Based in our Chelsea offices, New York. Our hybrid work model allows employees to optionally work from home on Mondays and Fridays.

To Apply

Candidates should submit a one-page letter outlining their interest in the Academy and the contributions they expect to make to its mission, along with a current CV. Applications should be submitted to devcareers@aarome.org with the subject line “INDIVIDUAL GIVING” and will be reviewed on a rolling basis.

The American Academy in Rome is an Equal Opportunity Employer. AAR believes that a diverse community makes for a stronger institution, and actively encourages applications from candidates of all backgrounds, identities, and lived experiences. We are committed to a hiring process that is equitable, inclusive, and free from bias, and to building a leadership community that reflects the breadth of the artistic and scholarly traditions we support.