

DIRECTOR OF DEVELOPMENT

Full-time / exempt position, full health benefits

Starting Salary: \$52-60,000

Reports to Executive Director

Deadline: *This position will remain open until filled. Resumes received before April 1 will receive expedited review.*

Job description:

This person leads the design and implementation of Museum of Contemporary Craft's fund-raising strategies and manages and maintains the activities of a three person development department. The director of development has the goal of broadening Museum of Contemporary Craft's base of support and strengthening the organization through business partnerships, relationships with private foundations, governmental funding agencies, and increasing individual support. S/he will create and steward a balanced development plan to help the institution reach its annual financial goals. The Museum currently has a budget of \$1.7 million, of which almost 60% is unearned income.

Basic responsibilities include:

- Lead and strategize all development efforts in conjunction with the executive director and board of directors
- Manage a three-person development department
- Plan and direct activities of the board with regard to development
- Develop and steward a major donor program, from prospect research through donor cultivation and requests
- Develop and oversee annual fund and membership development campaigns
- Develop departmental budget and work within organizational budget
- Increase visibility of the corporate giving/sponsorship program
- Research, write, and assemble private foundation and government grants
- Participate in development of overall museum strategies as part of the Planning Team
- Represent the organization at community events & through membership in professional organizations
- In concert with the curatorial, education, events, and communications departments, expand audience development

Skills and background:

- Bachelor's Degree
- Experience in development with a cultural organization preferred
- Experience leading and managing a development department preferred
- Three to five years experience building relationships and cultivating donors (both individual and organizations)
- Excellent writing, interpersonal, and organizational skills
- Creative thinker
- Ability to speak in public and articulate and share passion for organizational mission
- Experience with relationship database (Raiser's Edge preferred)
- Microsoft XP and Office Suite

Send cover letter, resume and list of three references to: david@museumofcontemporarycraft.org

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Museum of Contemporary Craft