

**Title:** Director of Development for Plains Art Museum.

**Position Reports to:** Director & CEO

Revised August 2022

---

## I. Position Summary

The Director of Development works as a Co-Leader of the Development Department along with the Director of Impactful Giving. The Director of Development works collaboratively with the Director of Impactful Giving, Director & CEO, Controller, development staff, and other Museum staff to set and achieve the development and fundraising goals and objectives of the Museum. The Director of Development is responsible for successful growth in grant writing development and management, event development and management, and works with staff to lead membership and donation strategy, planning and implementation. In addition, the position plays a role, including but not limited to management, strategy and administration, of an ambitious vision for the future of the Museum fulfilled through a major comprehensive campaign. The position supervises two other staff (1.5 FTE).

---

## II. Principle Duties and Responsibilities

- Establish and meet fundraising performance goals and collaboratively establish strategic initiatives in the organization's fundraising plans.
  - Co-create and implement Comprehensive Campaign strategies and plans
  - Prospect research and donor approach strategy with Director of Impactful Giving and team
  - Donor cultivation strategy and implementation with Director of Impactful Giving and team
  - Lead and work with development, education and curatorial staff members on and ambitious grant writing program designed to sponsor exhibitions, programs and mission-driven initiatives
  - Work with development staff to ensure annual fund development efforts including membership, individual gifts, corporate partnership, and major gift circles
  - Work with development staff to ensure accurate and effective written correspondence for all supporters
  - Co-develop and maintain departmental annual budget.
  - Work with development staff to ensure successful annual fundraising programs including individual gifts, corporate sponsorship, foundation and corporate grants, direct mail solicitations, and special events.
  - Ensure effective growth in the Museum's largest annual fundraiser, the Spring Gala, through planning, implementation, assessment, and sponsorship procurement
  - Provide management and communication to development staff to ensure that the mission, vision and core values of the museum are put into practice.
  - Work as an integral part of the museum's management team reporting to the Director & CEO
-

### III. Conditions of Employment

**Confidentiality** -- Must have the ability to be discreet and confidential with donor and museum information and possess high ethical standards, integrity, understanding, and diplomacy.

**Mental Application** -- This position requires problem solving, financial management, creativity, and critical thinking.

**Working Conditions** -- The position requirements can be performed in normal office conditions. Occasional long distance travel. Business attire is required.

**Equipment Operations** -- This position requires excellent knowledge of computers, web-based research and application programs; fundraising software, printer, calculator, telephone, fax machine, photocopier, and other office equipment.

---

### IV. Qualifications

**Education** – Bachelor’s degree required. Interest in and experience with the arts a significant plus.

**Experience** – Two or more years of fund development and management of staff. Proven track record of achieving revenue targets is needed. Ability to think strategically and ability to cultivate and manage relationships. Strong verbal communication skills and demonstrated ability to write clearly and persuasively.

**Abilities** – Must also have the ability to work professionally with a diverse group of people to develop and fulfill fundraising strategies to advance the museum’s profile in the community and region and maximize the resource development efforts.

---

### V. Essential Functions

Must be able to fulfill the public obligations of the organization. Must be able to use car for business meetings on a daily and weekly basis and be able to do occasional long distant travel. Must be able to communicate clearly and effectively on the phone, in person and in writing and speak, read and write the English language. Other required factors include problem solving, decision-making, reasoning ability, and endurance demands (attention to detail and meeting deadlines, etc.)

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is required to stand; walk; sit; balance, bend, climb, crouch, reach, twist, talk and hear. The employee must occasionally lift and/or move up to 20 pounds. Must have finger dexterity to operate necessary office equipment. Must exhibit mobility to visit various departments of the Museum and locations outside in keeping with the demands of the position.

**Employee Signature** \_\_\_\_\_ **Date** \_\_\_\_\_