

Plains Art Museum is a dynamic cultural institution committed to enriching lives through art, creativity, and community engagement. The Director of Capital Campaigns advances the mission and vision of Plains Art Museum by working collaboratively with the President & CEO, and additional leadership staff, on cultivating major gifts that ensure successful mission delivery and expansion. The position plays a leadership role in building support and securing funding for the current capital campaign, Connections, which is in phase one of construction. The Director of Capital Campaigns is responsible for identification, cultivation, solicitation, and stewardship of an active donor and prospect list while building a pipeline for new donors.

Key Responsibilities

- Develop, cultivate, and maintain a portfolio of high capacity donors and corporate supporters
- Adhere to best practices within non-profit philanthropic giving to secure generous gifts to the Museum
- Meet annual fundraising goals for the current capital campaign, Connections, through donor cultivation and strategic relationship building
- Work with the President & CEO and Development staff to connect supporters with campaign giving opportunities and future vision of the Museum
- Establish meetings for the Museum's President & CEO to ensure engagement with the community of supporters
- Work with Development staff to create strategies to streamline giving opportunities and to inspire lower level members and donors to become major givers
- Have direct communication with the Museum's Board of Directors through periodic participation in Board meetings and via individual meetings and regular communication
- Lead Development and Membership Committee, specifically in regards to the capital campaign, in collaboration with the Committee Chair and Director of Development
- Provide confidential support and active presence by being an integral part of the executive management team
- Develop and execute events to promote the capital campaign, such as dinners, behind the scenes tours, and corporate engagement opportunities
- Attend Museum and external functions, meetings, and serve on internal/external committees as a Museum representative as needed
- Coordinate and prepare development mailings and personal correspondence as related to major gift cultivation
- Work with Development staff to ensure effective Customer Relationship Management (Bloomerang) software management

Position Background

- Supervision – This position does not include any direct supervisory responsibilities.
- Confidentiality – This position requires a high ethical standard of integrity and confidentiality since the job incumbent will have access to information that is sensitive to community, donors, members, board members, and staff.
- Mental Application – This position requires an extensive working knowledge of the Museum and its operations. This position requires excellent problem-solving skills and analytical skills,

flexibility, creative thinking, and anticipation of circumstances in order to meet responsibilities. Ability to adhere to guidelines and policies.

- Responsibilities – This position carries the responsibility of providing administrative support to the Museum’s executive management team, facilitating board communications, and supporting campaign activities.
- Contacts-Internal and Public – Internal contacts are with all Museum divisions and the Board of Directors. External contacts are with vendors, members, donors, prospects, volunteers, artists, and the general public.
- Magnitude and Scope – This position involves an understanding of policies and procedures for the board, President & CEO, and staff.

Qualifications

- Education – A BA is required; advanced degree preferred
- Experience – This position requires 5-7 years of successful development experience with a proven track record of securing major gifts. Experience overseeing and implementing a multimillion dollar capital campaign preferred. Relationship-building experience a must as well as experience with computers, CRM applicable software, and basic office equipment.
- Abilities – Must possess a demonstrated ability to work with the public and communicate (via telephone and in person) in a manner reflecting a commitment to customer service and excellence. Must have advanced and excellent planning, organizational, and communication (written and oral) skills. Must be able to work independently as well as part of a team.
- Equipment Operations – The position requires advanced knowledge of MS Office computer programs including Word and Excel, and knowledge of Internet, Customer Relationship Management (CRM) database software programs, printer, calculator, telephone, fax machine, photocopier, postage machine, and other office equipment.

Salary offered will be \$80,000.

Please submit your resume and cover letter to Steph Kleeman-Olson, Executive Administrator, at skleemanolson@plainsart.org Applications will be reviewed on a rolling basis until the position is filled.