

Job Description



An Equal Opportunity Employer

Job Title:	Director of Development
Division:	Development
FLSA Classification:	Exempt
Reports to:	Museum Director
Revision Date:	September 2018
Primary Purpose:	Provides leadership for and ensures the smooth operations of the total development program of fundraising and development activities including Membership, Endowment, Annual Fund, Major Gifts, Capital Campaigns, Member Travel Programs, Planned Giving, and Database Administration for the Chrysler Museum of Art.
Essential Functions:	<ul style="list-style-type: none">• Strategizes, orchestrates approach, and solicits donors (individuals, corporations, foundations, and government agencies) to secure support for general Museum operations, special projects (including capital needs), and special exhibitions.• Develops and grows our donor base to provide financial support both for general Museum operations and for special projects by working with individuals, corporations, foundations, and government agencies.• Cultivates and solicits a portfolio of prospects, including the stewardship of existing donors. As appropriate, assigns volunteers and/or key staff members to cultivate, solicit, and acknowledge major gifts.• In cooperation with the Director, sets fundraising and marketing/communications goals and develops strategies necessary to reach goals. Holds staff members accountable to reach goals.• In coordination with Museum leadership, including Curatorial and Education staff, develops plans for the cultivation, stewarding, and solicitation of collectors and transformational donors.• Develops and maintains gift stewardship policies and procedures, including appropriate gift acknowledgment/thank you policies and implementation, pledge reminders, donor recognition and matching gift systems. This position is responsible for and strives to establish policies that ensure a high level of quality control and promptness.• Maintains and expands a robust membership program.• Oversees the management of key fundraising affiliate groups such as the Masterpiece Society and the Corporate Leadership Alliance.• Oversees and directs fundraising for the Annual Fund. Oversees a minimum of two Annual Fund campaigns per year.• Participates in the fashioning and execution of any Capital Campaigns or similar initiatives.• Coordinates all aspects of the Museums grants program, including research, writing, submittals, monitoring, and reporting in coordination with others in the institution.• Is highly visible in the community, building relationships with current and potential donors. Represents the Museum in public and at Museum events.• Manages the Development staff on a day-to-day basis to ensure smooth and efficient operations.• Attends all fundraising/donor events.• Provides staff support to committees as required.• Performs other duties as assigned or required.

Required Education/Experience:	<p>BA/BS is required. Minimum five years fundraising experience is required. Must have demonstrated success leading a team to success. Should be high-energy, creative, and entrepreneurial and possess an innovative spirit balanced with a deep understanding of fundraising best practices and techniques. Must have exceptional written and verbal communication skills and high attention to detail, with a remarkable ability to work in a fast-paced, deadline-driven environment. Strong presentation skills are required, as is an ability to relate to and a genuine interest in staff, board members, and volunteers of different levels and backgrounds. Must have exceptional organizational skills with a pleasant and positive attitude. Must be hard working, and able to work quickly and efficiently with time sensitive material while balancing multiple priorities. Must be able to maintain absolute confidentiality.</p> <p>Must be passionate about the Chrysler Museum of Art, its programs, goals, and mission. Must be able to work as a strong team member. Must have strong working knowledge of Windows – Microsoft Office, Word, Excel, Internet Explorer, PowerPoint and Outlook.</p> <p>Donor management/CRM software proficiency and experience required; Altru experience strongly preferred.</p> <p>To apply, please submit resume and cover letter to mblair@chrysler.org. Please use subject line: Director of Development + your name</p>
Working Conditions:	<p>Position will be based in a busy office environment and will be subject to frequent interruptions. Weekend and evening hours will be required.</p>
Physical Requirements:	<p>Must be able to lift and carry file boxes and other awkward items weighing up to 25 lbs, including up and down stairs. Requires intermittent standing, walking, sitting, squatting, stretching, and bending throughout the workday. Must be able to see and hear, or use prosthetics that will enable these senses to function adequately to assure that the requirements of this position can be fully met.</p>