

The San Diego Museum of Art JOB DESCRIPTION

Position Title: **Development Manager**
Department: Development and Membership
Reports To: Associate Director of Development
Classification: Full-Time, Exempt

Position Summary

The Development Manager will work as a part of the Development team with the goal of raising funds for annual operations, exhibitions and Art Alive. The Development Manager will manage a portfolio of individual donors who have capacity to support the Museum with donations of \$1,000 - \$10,000, the Museum Fund, as well as planned giving prospects.

Duties and Responsibilities

- Support the strategy to develop a pipeline of donors working closely with the Director of Development and Membership and Associate Director of Development.
- Develop and maintain a portfolio of individual giving donors and prospects with capacity to support at \$1,000 to \$9,999 levels, including establishing short- and long-term strategies; engaging donors through consistent and active channels to cultivate, steward and solicit, with an emphasis on donor retention and increased giving; expand a pipeline of patrons for potential major gifts; leverage events to cultivate prospects and steward donor relations.
- Support the production of cultivation events for donors throughout the year, varying in topics/staff and location to match interest, and maximize outreach.
- Participate in the design and implementation of donor events, individual donors and annual fund donors (mass mailing), house parties, tours, travel, and volunteer opportunities to keep current and prospective donors informed and engaged.
- Work with appropriate staff to secure project information and use this information to develop materials directed at individual donors/prospects, such as highly personalized proposals or stewardship reports that detail progress resulting from a gift.
- In conjunction with the Associate Director of Membership, research and cultivate donors within the Circle group to identify opportunities to grow contributions from these individuals.
- Solicit gifts for special fundraising projects including but not limited to: Art Alive, Art Acquisition, and special exhibitions.
- Prepare written materials, including relevant case statements, proposals, information bulletins, and correspondences with donors to inform them of the impact of their gift(s), and to keep them up-to-date about Museum happenings and client needs.

Qualifications

- The successful candidate must have a Bachelor's degree with three to five years of progressively responsible fundraising experience and with a successful track record in donor cultivation and gift solicitation.
- The position requires knowledge of the philanthropic community. Interest in the Visual Arts and/or museum experience preferred.
- Capability to personally build, develop, and retain strong, positive relationships with trustees, major donors, community leaders, volunteers, colleagues, and other stakeholders. Ability to interface effectively with people at all levels of the organization and the ability to successfully work with volunteers.

- Excellent organizational, administrative and project management skills. A decisive, “roll-up-the sleeves,” results-oriented individual who is able to keep seemingly diverse projects moving forward within a consistent strategic framework.
- Must be goal-oriented, self-motivated, and able to demonstrate great individual initiative with an eye toward results.
- A strong work ethic coupled with an enthusiastic and passionate approach to one’s work. Must attend events in the evenings and on weekends as needed.
- Outstanding written and verbal communications skills, interpersonal and collaborative abilities, team-building skills, and an entrepreneurial spirit must be evidenced.
- Candidate should carry a polished and professional demeanor with the highest ethical and professional standards.
- Expertise in Altru donor software preferred.
- A valid California Driver’s License and willingness to use it.
- Bilingual in Spanish a plus.

Physical Demands

- 20%-40% time spent sitting at the computer.
- Some carrying and lifting up to 25 pounds.
- Some traveling by car.
- Daily walking which includes stairs.

Work Environment

- Office space may be shared.
- Noise level ranges from quiet to moderately noisy.

Salary Range: \$61,000 to \$71,000 annually

If interested, please submit cover letter and resume to resumes@sdmart.org, or mail to The San Diego Museum of Art, Attention: Human Resources, P.O. Box 122107, San Diego, CA 92112.

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