

Employment Opportunity

Director of Development

The Director of Development is a full-time, exempt member of Contemporary Art Museum Houston's (CAMH) senior leadership team and provides leadership, strategic direction, and coordination of the Museum's Development Department. The Director of Development is responsible for the conceptualization, planning, and implementation of Museum support programs for the purpose of attaining the financial goals set by the Executive Director and Board of Trustees. The Director of Development takes a pro-active role in donor relations; administers the Development Department; ensures accuracy and timeliness of reports to funding sources and the Board of Trustees; assumes a leadership position in strategic and long-range planning; and contributes to the development and implementation of policies that ensure the Museum's fundraising efforts reinforce and support its mission. The Director of Development may oversee various special projects that further enhance institutional goals.

About the Museum

CAMH presents extraordinary, thought-provoking arts programming and exhibitions to educate and inspire audiences nationally and internationally.

Established in 1948, CAMH is one of the oldest non-collecting contemporary art museums in the country and is internationally known for presenting pivotal and landmark work by artists recognized as the most important of the 20th and 21st centuries. CAMH's mandate is to be present, to connect artists and audiences through the urgent issues of our time, and to adventurously promote the catalytic possibilities of contemporary art. CAMH's programming, both in and beyond the Museum, is presented free to the public, and advocates for artists' essential role in society.

Position Description

The Director of Development brings insightful and seasoned leadership to CAMH's Development Department, which encompasses diverse revenue sources including major gifts, foundation and governmental support, memberships, and special events. The role offers a rich platform for a development professional who is a passionate advocate for CAMH's impactful exhibitions, direct engagement with communities, and initiatives that create new possibilities for artists to work at civic scale.

The ideal candidate works from a position of deep integrity, curiosity, and ambition. CAMH seeks a leader who balances joy and a sense of humor with a disciplined approach to managing complex projects. You bring a collaborative, influencing style of leadership rooted in care for your colleagues and a commitment to the broader success of the Museum. As a key member of the senior management team, you will manage and advocate for the Development Department, and counsel and collaborate with the Executive Director and senior colleagues on strategic goals.

The ideal candidate keenly understands the specific context and opportunities of contemporary and artist-centered organizations—their approach both cultivates trust of artists and care for community. The Director of Development will steward an adventurous path for CAMH that elevates artists, authentically engages diverse audiences, and meaningfully engages the public life of our community and city.

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As a non-collecting museum, CAMH is focused on the art of our time and realizing projects that create unexpected, and hopefully unforgettable, experiences of contemporary art. The Museum typically presents six exhibitions per year, which are mostly organized by CAMH, and often tour to major venues nationally. Historically, CAMH has presented important, curator-driven exhibitions including debut solo Museum shows (Cindy Sherman, Julian Schnabel, Garrett Bradley); catalytic mid-career surveys (Robert Rauschenberg, Trenton Doyle Hancock, Pipilotti Rist); art history defining exhibitions such as *Radical Presence*, *The Dirty South*, and *The Old, Weird America*; and apex projects by established yet under-recognized artists such as Barkley Hendricks and Ming Smith (forthcoming).

Recently, CAMH has significantly broadened its curatorial reach through local partnerships with community organizations such as Houston Freedmen's Town Conservancy and collaborations with the City of Houston and Houston Independent School District (HISD). Additionally, CAMH supports multiple national public art initiatives that directly benefit local contexts and audiences and span from intimate experiences to civic scale. These projects present expansive opportunities to work beyond the walls of the Museum.

The role presents significant scope and opportunity for a development professional with an entrepreneurial mindset, and a strong belief in the role of artists and the Museum to serve as catalysts of cultural change.

Title: Director of Development

Reports to: Executive Director

Direct Reports: Assistant Director of Development, Special Events Manager, Foundation Relations and Arts Advocacy Manager, and additional staff as assigned

Status: Full time, Exempt

Starting Salary Range: \$100,000 annually, full benefits; relocation considered on a case-by-case basis

Schedule: M – F, with additional evening and weekend hours per events, travel required

Principle Duties and Responsibilities

Responsibilities include but are not limited to the following:

- Work closely with Executive Director, senior leadership, and development team to ensure development initiatives are aligned to CAMH mission, vision, and strategic priorities
- Serve as a key leader within the Museum, providing counsel and collaboration to colleagues at all levels of the organization, with a focus on collective success

Fundraising and Support Programs

- Crafts and implements a unified, organization-wide structure and approach to fundraising designed to meet the institutional goals, operational needs, and program support requirements of the Museum
 - Oversee all aspects of the Museum's annual effort to raise public and private contributions to meet operational, capital, and endowment revenue goals
 - Identify potential contributors through the examination of past records, individual, and corporate contacts, and knowledge of the Houston community
 - Analyze and develop new areas of support to increase annual giving opportunities, including identifying national and international prospects
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- Oversee the Museum's membership program, including the development and coordination of benefits, exhibition previews, cultivation activities, and maintenance/renewal strategies
- Develop, oversee, and analyze the Museum's annual special fundraising events
- Conceptualize and oversee the specialized affinity groups of the Museum, including Collectors Circle
- Develop, implement, and manage corporate and planned giving programs for the Museum
- In collaboration with the Director and staff leadership, conceptualize and implement fundraising for exhibitions and educational programs
- Develop, supervise, and/or write grant solicitations and funding proposals to public and private foundations, corporations, individuals and public agencies in support of all areas of Museum activity, including exhibition and education programs, general annual operations, and special initiatives
- Oversee the submission of funding proposals to foundations, corporations, individuals, and local, state, federal and international funding agencies
- Conceptualize, develop, and produce development and membership printed materials in coordination with the Manager of Communications and Marketing
- Work directly with the Director and members of the Board of Trustees to identify, cultivate, and solicit major gift prospects
- Engage in direct personal solicitation of prospects
- Prepare and coordinate with the Director and members of the Board of Trustees for direct personal solicitation of prospects, including the drafting of letters, materials, and reports

Donor Relations

- Works with the Director and senior staff to direct, manage, and implement all donor relations and communications including social events
- Ensures meaningful ongoing communication with the Museum's prospects and donors
- Oversee all programs to organize, refine, recapture, secure, upgrade, and manage current, new, and lapsed foundation, corporate, individual, and public agency donors
- Oversee prospect research and management to identify, develop, and encourage new prospects for all donor programs
- Conceptualize, develop, supervise, and provide timely, comprehensive, and innovative stewardship programs for trustees, upper-level donors, prospects, and members
- Develop cultivation and stewardship opportunities and events for donors with members of the Museum's staff, the Board of Trustees, visiting artists, curators, and art professionals
- Supervise timely and appropriate thank you letters and recognition for all donor levels

Planning, Administration, and Reporting

- Assume and maintain a leadership role in the conceptualization, organization, and evaluation of the Museum's long-range and strategic planning processes and the achievement of its long-range goals
 - Supervise membership staff, special events staff, annual fund staff, and other development personnel, interns, and volunteers
 - Maintain development staff accountability for excellence through clearly defined and measurable goals
 - Attend and report to all meetings of the Board of Trustees, and lead Development Committee meetings in cooperation with committee Chair
 - Administer, oversee, and file grant contracts, awards, interim and final reports, and other
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required grant documentation in conjunction with appropriate staff

- Monitor deadlines and timing of grant requests to foundations, corporations, government agencies, and individuals
- Supervise the maintenance and administration of donor/contributor records and databases
- In conjunction with the Deputy Director, plays a substantial role in revenue reporting to the Board of Trustees and for the preparation of the annual financial statements submitted by the independent auditors
- Oversee and assist in the administration of special projects that further Museum fundraising objectives
- Assist with the fulfillment of special sponsor requirements and reports

External Relations

- Act as a primary ambassador for the Museum's mission and its programs
- Represent the Museum to its local, regional, and national public audiences, donors, and prospects
- Cultivate and convey knowledge and passion for contemporary art and the mission of the Museum
- Develop and cultivate corporate, civic, and social leadership opportunities for members of the Board of Trustees, the Director, and other Museum staff
- Work closely with staff leadership to identify, cultivate, and implement marketing and sponsorship opportunities and to create consistent messaging about the Museum

Qualifications and Characteristics

The ideal candidate possesses the following characteristics:

- Driven by values, and acts with integrity and purpose
 - Acts in the best interest of the Museum
 - Self-motivated and aspirational
 - Acts as a thought leader and convener of ideas around contemporary art
 - Highly resilient and creatively adapts to challenges
 - Strong will to advance ideas tempered by humility and curiosity in the ideas of others
 - Embraces CAMH values of kindness, empathy, mutual respect, and trust in artists
 - Strives to participate in and cultivate a workplace culture of equity and belonging
 - Embraces working within a diverse environment with a high degree of cultural sensitivity and emotional intelligence, both within CAMH's majority BIPOC staff, and within the extraordinary diversity of Houston
 - Approaches their work with joy, a sense of discovery, and possibility
 - Seeks first to understand the position of their colleagues
 - Pro-actively offers direct and constructive feedback and dissent in the spirit of improving the Museum, and supporting the success of their colleagues
 - Accepting of constructive feedback
 - Fearless in approach, and prudent with resources
 - Radical with ideas, and pragmatic in practice
 - Significant experience in developing major fundraising initiatives for museums and public venues
 - Significant experience in supervising and mentoring teams
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- Adept at cultivating new resources in support of mission-driven programs
- Equally comfortable working with artists and colleagues as engaging with donors and trustees
- Enthusiastically engages and inspires new and diverse audiences
- Highly adaptive to varied workplace and community contexts
- 7+years in an integrated development position with a successful record of accomplishment and measurable achievement of institutional goals, preferably in an art museum or related institution
- Exceptional written and oral communication skills; ability to advocate for the complex ideas of contemporary art with a common touch to a general or novice audience
- Proven ability to cultivate, solicit, and steward major and smaller donors
- High level of accuracy and attention to detail
- Must be willing to work primarily within our offices in the Museum District
- Fully vaccinated against COVID-19
- Maintains high expectations and ambition for CAMH and is driven to lead one of the most impactful contemporary arts institutions in the United States

Salary and Benefits

The Director of Development will be eligible to participate in CAMH's health insurance benefit plans and contribute to a pre-tax health and childcare savings plan. You are eligible for 24 Paid Time Off (PTO) days annually. These benefits commence on the first day of the 3rd full month after your employment begins. You will have the opportunity to contribute to a 401(k) retirement plan. The starting salary range is \$100,000 per year and compensation will be commensurate with experience.

Research shows that women and individuals from underrepresented backgrounds often apply to jobs only if they meet 100% of the qualifications. We recognize that it is highly unlikely that an applicant meets 100% of the qualifications for a given role. Therefore, if much of this job description describes you, you are highly encouraged to apply for this role.

Submission Process

Email cover letter expressing interest in the role along with a current CV to hr@camh.org. Initial interviews may take place virtually, whereas finalists will be invited to meet in person in Houston. Candidates will be requested to provide a curatorial portfolio and/or provide a presentation, and provide professional references.

Applicant review will continue until the position is filled. Please indicate your last name and Senior Curator in the subject line (e.g., "Last name | Senior Curator"). No phone calls, please. Candidates whose qualifications are best aligned with the components of this job description will receive a response.

Contemporary Arts Museum Houston fully subscribes to the principles of Equal Employment Opportunity. It is our policy to provide employment, compensation, and other benefits related to employment based on qualifications, without regard to race, color, religion, national origin, age, sex, veteran status, disability, sexual orientation, gender identity and expression, or any other basis prohibited by federal, state, or local law. In accordance with requirements of the Americans With Disabilities Act, it is the Museum's policy to provide reasonable accommodation upon request during the application process to eligible applicants in order that they may be given a full and fair opportunity to be considered for employment.
