

## Director Of Development

The Director of Development is a full-time, exempt member of the senior administrative staff and provides leadership, 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 Director and the Board of Trustees. The Director of Development takes an 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 to insure that the Museum's fundraising efforts reinforce and support its mission. The Director of Development may oversee various special projects that enhance and assist with institutional goals.

### **Principle Duties and Responsibilities:**

#### *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
  - Oversees all aspects of the Museum's annual effort to raise public and private contributions to meet operational, capital, and endowment revenue goals
  - Identifies potential contributors through the examination of past records, individual and corporate contacts, and knowledge of the Houston community
  - Analyzes and develops new areas of support to increase annual giving opportunities, including identifying national and international prospects
  - Oversees the Museum's membership program, including the development and coordination of benefits, exhibition previews, cultivation activities, and maintenance/renewal strategies
  - Develops, oversees, and analyzes the Museum's annual special fundraising events
  - Conceptualizes and oversees the specialized affinity groups of the Museum
  - Develops, implements, and manages corporate and planned giving programs for the Museum
  - In collaboration with the Director and curatorial staff, conceptualizes and effects fundraising for exhibitions and educational programs
  - Develops, supervises, and/or writes 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
  - Oversees the submission of funding proposals to foundations, corporations, individuals, and local, state, federal and international funding agencies
-

- 
- Conceptualizes, develops, and produces development and membership printed materials in coordination with the Director of Communications and Marketing
  - Works directly with the Director and members of the Board of Trustees to identify, cultivate, and design major gift prospects, strategies, and approaches
  - Engages in direct personal solicitation of prospects
  - Prepares and coordinates 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 other senior staff to direct, manage and implement all donor relations and communications including social events
- Assures meaningful communication with the Museum's prospects and donors
- Oversees all programs to organize, refine, recapture, secure, upgrade, and manage current, new, and lapsed foundation, corporate, individual, and public agency donors
- Oversees and effects prospect research and management to identify, develop, and encourage new prospects for all donor programs
- Conceptualizes, develops, supervises, and provides timely, comprehensive and innovative stewardship programs for trustees, upper level donors, prospects, and members
- Develops 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
- Supervises timely and appropriate thank you letters and activities for all donor levels

### *Planning, Administration, and Reporting*

- Assumes and maintains a leadership role in the conceptualization, organization, and evaluation of the Museum's long-range and strategic planning processes and the achievement of the goals and objectives of such plans
  - Supervises membership staff, special events staff, annual fund staff, and other development personnel, interns, and volunteers
  - Maintains development staff accountability for excellence through clearly defined and measurable goals
  - Attends all meetings of the Board of Trustees
  - Administers, oversees, and effects grant contracts, awards, interim and final reports, and other required grant documentation in conjunction with the Deputy Director
  - Tracks deadlines and timing of grant requests to foundations, corporations, government agencies, and individuals
  - Supervises 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
- Oversees and assists in the administration of special projects that further Museum fundraising objectives
- Assists with the fulfillment of special sponsor requirements and reports

### *External Relations*

- Acts as an ambassador for the Museum's mission and its programs
- Represents the Museum to its local, regional, and national public audiences, donors, and prospects
- Maintains and communicates an appreciation for contemporary art and the mission of the Museum
- Develops and cultivates corporate, civic, and social leadership opportunities for members of the Board of Trustees, the Director, and other Museum staff
- Works closely with the Director of Communications and Marketing to identify, cultivate and effect special marketing and sponsorship opportunities and to create consistent messaging about the Museum

### **Reports to:** Director

**Supervises:** Major Gifts Manager, Senior Grants Coordinator, Senior Special Events Coordinator, Membership Coordinator, Gift Processing Coordinator, occasional interns, and department volunteers

### **Qualifications:**

- B.A. degree in appropriate field
  - 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
  - Excellent written and verbal communication skills including the ability to present information in a variety of formats, to understand and present information for a variety of audiences, and to communicate the Museum's mission with passion and sensitivity
  - Excellent interpersonal skills with a proven ability to work well with colleagues, other employees and donors
  - Ability to extrapolate essential information from verbal and written formats
  - Proven ability to cultivate, solicit and steward major and smaller donors
  - Record of strong management and analytic skills, both strategic and operational
  - Familiarity and experience with appropriate and current computer programs and technology
  - Strong interest in contemporary art and its place in the community
-