

Phoenix Art Museum is looking for a **Director of Development** to direct, plan, strategize, and execute all membership, fundraising, and development related activities; manage the Development Department; work closely with the Deputy Director of Advancement in cultivating and stewarding the Board of Trustees, major individual, corporate and foundation donors; advancing planned giving at the Museum; coordinating the efforts of the Board's development sub-committees; and building relationships and collaborating closely with colleagues across the Museum to help advance the mission and support for the Museum.

**Job Duties:**

1. Prepare and manage strategic development plans, ensuring that the division adheres to long-term and operational goals and objectives, and reporting on progress to the Deputy Director of Advancement and the Museum Director.
2. Oversee all day-to-day operations of the Museum's development department including foundation, corporate and government giving; the Circles of Support individual giving programs, special events, support groups, and all Museum membership levels to ensure that the organization has a vibrant, ongoing stream of contributed revenue.
3. Oversee Development Information Services department to ensure all administrative, gift entry, reporting and acknowledging, and stewardship operations are completed in a timely and accurate fashion to support all areas of development operations.
4. Oversee development events, leveraging necessary resources and staff, to grow and manage a schedule of donor cultivation events including exhibition openings, donor dinners, small dinners hosted by trustees, member tours and engagement events, and the museum's three major fundraisers.
5. Oversee donor relationship and stewardship to create an annual plan to ensure donor cultivation and stewardship activities are being fulfilled for donors and sponsors at all levels.
6. Work with each development area to create and provide appropriate reports for analysis, monthly monitoring, budget projections, and any necessary course corrections to annual plans during the year.
7. Work with Museum's Controller to reconcile development revenue reporting, cash flow projections, and department projections throughout the year.
8. Direct and manage the department's staff, including interviewing, hiring, evaluating, and mentoring team members.
9. Direct the strategic use of the Raiser's Edge database and other development communication tools to ensure that development and other Museum staff utilize them for communicating donor and prospect contacts, timely recognition of all incoming gifts, maximizing relationships, and creating timely and accurate reports.
10. Serve as secondary Museum liaison to the development committee of the Board of Trustees and as the primary point of development contact with the Museum's Board.
11. Work with the Board Chair, Museum Director, Development Chair and individual members of the Board to identify their development and networking capabilities and to help them achieve their goals.
12. Represent the Museum to the community at events and conferences as appropriate.
13. Maintain a portfolio of high level individual major gift prospects to support fundraising.
14. Attend all appropriate Museum events to represent the development department and interact with members, donors, prospects and community leaders.

**Minimum Qualifications:**

1. Bachelor's degree in business, finance, non-profit management, or related field; master's degree preferred.
2. Minimum of 10 years' increasingly responsible fundraising experience with proven success in closing gifts and managing development programs, with seven years' management and supervisory experience in development of strategic plans and budgets and ability to manage financial resources effectively; successfully leading a team of professional fundraisers and support staff, and a distinguished record of professional accomplishments and successful fundraising efforts.

**Knowledge of:**

1. All aspects of fundraising including foundation and corporate relations, government grants, special events, membership, and individual giving programs; and including knowledge of support roles such as managing the fundraising database team and stewardship officer.
2. Capital campaign experience preferred.

**Skill and ability to:**

1. Provide effective leadership, vision, and strategic direction; inspire and motivate staff, donors, and volunteers;
2. Establish and maintain effective working relationships with a variety of representatives of public and private organizations, members of boards, foundations, commissions and support groups, Museum staff, and the general public;
3. Implement systems and structures to support significant growth;
4. Strong managerial, organizational, and time management skills with high attention to detail and high level of problem solving skills;
5. Mentor, coach, and supervise development professionals;
6. Exceptional written and verbal communication skills; including effective presentation skills; and diplomacy to work with a wide range of museum supporters;
7. Successfully oversee and manage a sophisticated fundraising database program.
8. Possess proficiency in the Raiser's Edge fundraising software, Microsoft Office, the Internet, and email.
9. Work on and manage a comprehensive capital campaign.

**Please email cover letter, resume, and salary requirements with job code PAM-DOD to HR@phxart.org**

**\*\* Incomplete applications may not be accepted for review. \*\***

Job Status: Regular, full-time, exempt  
EOE