

Phoenix Art Museum is looking for a **Chief Development Officer** to direct, plan, strategize, and execute all fundraising and development-related activities; manage the Development Department staff and activities; work closely with the Director and CEO of the Museum in cultivating and stewarding the Board of Trustees, major individual, corporate, and foundation donors; advance the planned giving program for the Museum; coordinate the efforts of the Board's development sub-committees; and build relationships and collaborate 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 department's activities align with the strategic plan and the operational goals and objectives of the Museum, and report progress to 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 and major giving programs, Museum fundraising events, and support groups to ensure that the organization has a growing and reliable ongoing stream of contributed revenue.
3. Direct and manage the department's staff, including interviewing, hiring, performance evaluations, providing training for use of the Museum's reporting tools (including Raiser's Edge), team building, and mentoring team members to develop and grow their fundraising skills.
4. Prepare and manage the department's budget and retain ultimate responsibility for its achievement of established revenue goals and expense management.
5. Oversee Development Information Services Department to ensure all administrative, gift entry, reporting, gift acknowledgment, and stewardship operations are completed in a timely and accurate fashion to support all areas of development operations and other reporting needs of the Museum.
6. 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 major fundraisers.
7. Manage donor relationship and stewardship efforts and create an annual plan to ensure donor cultivation and stewardship activities are being fulfilled for donors and sponsors at all levels.
8. Work with each development area and the Accounting Department to create and provide appropriate reports for analysis, monthly monitoring, budget projections, and any necessary course corrections to annual plans during the year.
9. Coordinate the review and approval of all gift, promised gift, pledge, sponsorship, grant and other donor-related agreements with the Deputy Director, Finance & Operations.
10. Work with the Museum's Controller to reconcile development revenue reporting, prepare cash flow projections for contributed revenue, and department projections throughout the year.
11. Coordinate and collaborate with appropriate Museum departments in developing the strategy for grant applications and gift requests to ensure contributions best align donor's wishes with Museum needs.
12. Direct the strategic use of 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.
13. Serve as the primary Museum liaison to the Development Committee of the Board of Trustees and as an alternative point of development contact with the Museum's Board after the Director and CEO.
14. Work with the Board Chair, Museum Director, Development Committee Chair, and individual members of the Board to identify their development and networking capabilities to leverage their willingness and ability to help the Museum achieve its goals.
15. Represent the Museum to the community at events and conferences as appropriate, consistent with the annual budget, and the Museum's goals.
16. Maintain a portfolio of high level individual major gift prospects to support fundraising.
17. 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.
3. Seven years' management and supervisory experience in development of strategic plans and budgets and ability to manage financial resources effectively
4. Demonstrated leadership of a successful team of professional fundraisers and support staff, proven leadership, planning and execution of all aspects of a significant capital campaign; 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 required.

**Skill and ability to:**

1. Provide effective leadership, vision, and strategic direction; inspire and motivate staff, donors, and volunteers;
2. Quickly connect with and build long-term relationships with community leaders, current and potential donors, Museum staff, and volunteers; 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. Be an exceptional communicator demonstrating excellent written and verbal communication skills; including effective presentation skills; and diplomacy to work with a wide range of Museum supporters;
7. Successfully use, oversee and manage a sophisticated fundraising database program.
8. Possess proficiency in 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-CDO to HR@phxart.org**

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

Job Status: Regular, full-time, exempt  
EOE