

Phoenix Art Museum is looking for a **Director of Development** to oversee all development operations, managing day-to-day Development Department activities and overseeing its staff. Collaborate with the Chief Development Officer in creating the overarching fundraising vision and maintain a limited prospect and donor portfolio. Responsible for coordinating efforts with the Chief Development Officer for the Board's Development Committee and sub-committees, and actively build relationships and collaborate closely with colleagues across the Museum to help advance its mission and secure philanthropic support.

**Job Duties:**

1. Oversee all day-to-day Development Department operations, including institutional giving, major gifts, planned gifts, giving societies and development events;
2. Work with Chief Development Officer to build annual performance goals and metrics for fundraising staff;
3. Oversee Development Information Services (DIS) to ensure that all administrative, gift entry, reporting and acknowledging, and stewardship operations are both timely and accurately processed;
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 major annual fundraisers;
5. Oversee donor stewardship and the creation of an annual plan that ensures and provides acknowledgment and cultivation activities to all levels of donors and sponsors;
6. In partnership with the Chief Development Officer, 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 the Chief Development Officer and Chief Financial Officer 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 (RE) database for both record keeping and prospect moves management. Ensure that development and other Museum staff utilize RE for creating and implementing prospect cultivation strategies, recording donor and prospect contacts, acknowledging and receipting all incoming gifts, maximizing relationships, and creating timely and accurate reports;
10. Serve as secondary Museum liaison to the Board of Trustees and Development Committee and sub-committees;
11. Represent the Museum to the community at events and conferences as appropriate;
12. Maintain a limited portfolio of prospects and donors to support fundraising;
13. 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 required. Master's degree and CFRE preferred.
2. Minimum of 6 years of increasingly responsible fundraising experience, with proven success in closing gifts and managing development programs.
3. Experience in developing and managing budgets and the ability to thoughtfully steward financial resources is required.
4. Proven record of 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, annual giving programs, major gifts, planned gifts, donor relations, and donor information services.

**Skill and ability to:**

1. Provide effective operations leadership, organization, and direction; Inspire trust and motivate staff.
2. Implement systems and structures to support significant revenue growth.
3. Exhibit strong managerial, organizational, and time management skills with high attention to detail and high level of problem-solving skills.
4. Mentor, coach, and supervise development professionals.
5. Exhibit exceptional written and verbal communication skills, including effective presentation skills and diplomacy in working with diverse board members, donors, museum members, volunteers and staff.
6. Successfully oversee and manage a sophisticated fundraising database program.
7. Possess proficiency in Raiser's Edge fundraising software; all Microsoft Office products including Outlook, Word, Excel and PowerPoint; and the Internet.
8. Present a compelling case for support and confidence in securing major and planned gifts.

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

**\*\*\* Incomplete submissions may not be considered \*\*\***