

Job Description

POSITION TITLE:	Director of Development
REPORTING TO:	Executive Director
FLSA CLASSIFICATION:	Exempt
STARTING SALARY:	\$80,000
HOURS PER WEEK:	Full time

The Madison Museum of Contemporary Art (MMoCA) seeks candidates for a full-time, exempt Director of Development. Reporting to the Executive Director, the Director of Development will lead a staff of development professionals in a coordinated effort to raise contributed revenue. Responsible for articulating, planning, and overseeing the implementation of a strategic direction for the department, the Director of Development plays a critical role in developing prospect cultivation and solicitation strategies. They are expected to cultivate and solicit major gifts from key prospects and serve as a key liaison to the Board of Directors and its Committees in their related development functions. The Director of Development is responsible for institutional giving at the museum, managing all government and foundation grants at the local, regional, and national levels, and building the planned giving program.

MMoCA anticipates launching a multi-faceted capital campaign in the next two to four years. Capital Campaign experience is not required but encouraged.

The Madison Museum of Contemporary Art is an independent, nonprofit organization that presents exhibitions by local, regional, national, and international artists. MMoCA exhibits, collects, and preserves modern and contemporary art to provide transformative experiences that educate, reflect, and inspire us as individuals and as a community.

RESPONSIBILITIES

STRATEGIC AND MANAGEMENT RESPONSIBILITIES

- Provide leadership, direction, and management to the organization's development department. Oversee the management of the department's budget and the annual evaluation of the development department's programs, including cost analysis.
- Develop and implement a comprehensive annual fundraising and stewardship plan utilizing and analyzing giving trends to set departmental long-range goals addressing dollars to be raised, benchmarks for growth in dollars raised and relationships, targets for each area of giving, and other development issues.
- Serve as a staff liaison to MMoCA's Board of Directors. Enrich effective working relationships with the Board of Directors, its committees, and volunteers to build a strong network of committed and continuous support. Provide training, support, and orientation to fundraising techniques as needed.
- Serve as an articulate, enthusiastic, and visible spokesperson for the organization.
- Along with other members of the management team, support and provide leadership for MMoCA's initiatives to expand and advance diversity, equity, access, and inclusion.

DEVELOPMENT RESPONSIBILITIES

- Serve as a major gift fundraiser by identifying, cultivating, soliciting, and stewarding selected major gift prospects from all constituencies, corporations, foundations, and individuals. Work with key trustees and the Museum Director to manage their portfolio of prospects.
- Build upon an existing membership program to create a robust annual giving infrastructure.
- Create and execute annual appeals, membership renewal mailings, and donor events that connect the donors to the museum's mission.
- Develop, maintain, and steward relationships with current MMoCA Circle members (MMoCA's planning giving program). Host and plan events that invite current donors to consider becoming part of the MMoCA Circle.
- Responsible for institutional giving at the museum, managing government and foundation grants at the local, regional, and national levels, and related reporting. Working cross-departmentally to gather information necessary to write applications, and to report on grants received.
- Perform research on foundations and other granting agencies to evaluate prospects.
- Develop, maintain, and steward relationships with foundation officers.
- Oversee the maintenance of records in the database and paper files, including grant tracking.
- Oversee special projects as needed and as assigned by the Director.

QUALIFICATIONS (EDUCATION, EXPERIENCE, CERTIFICATIONS, LICENSES)

- 7+ years' experience with increasing responsibilities in successful fund development and team leading required.
- Bachelor's degree in Non-Profit Administration, Public Administration, Communications, Business, or a related field is strongly preferred but not required.
- Must embrace the mission of MMoCA in exhibiting, collecting, and preserving modern and contemporary art.
- Proven ability to lead, inspire, and mentor a staff of three development professionals in a coordinated effort to raise more than \$2.5 million in contributed revenue annually, as well as the capacity to motivate and collaborate successfully with a dedicated Board of influential civic and corporate leaders.
- Experience managing fundraising efforts for an integrated campaign encompassing annual operations, membership, capital improvements, and endowment expansion, and working collaboratively with the Executive Director in this effort.
- Demonstrated ability to work in constructive partnership with other senior management team members.
- Established ability to consistently support the artists, staff, and civic leaders who create an environment conducive to creating excellent work and exhibits.
- Ability to be an effective representative of and spokesperson for the Museum community and an excellent communicator with strong verbal, written, and interpersonal skills.
- Demonstrated knowledge of and facility with fundraising database programs.
- Proven ability to be appreciative of multiple diverse perspectives, and lead a commitment to MMoCA's initiatives regarding diversity, equity, accessibility, and inclusion.

WORK ENVIRONMENT AND JOB SPECIFICATIONS

The work environment and job specifications listed below are representative of those that must be met by an employee, with or without accommodations, to successfully perform the essential functions of this job.

- Primarily perform work in an office environment
- Frequently move around the office and access or use computers, office equipment, telephone, and any other pertinent supplies, space, or equipment used to perform the duties of the position.
- Work with frequent interruption.
- Sit for long periods of time
- Lift and/or move up to 10 pounds and occasionally lift and/or move up to 20 pounds
- Travel occasionally for events, meetings, etc.

Salary will be commensurate with relative, direct experience, with the minimum salary starting at \$80,000.

How to Apply

Submit resume and cover letter to hr@mmoca.org

Application review will begin on February 19, 2024.