



MONTCLAIR ART MUSEUM

3 South Mountain Ave.
Montclair, NJ 07042
973-746-5555
montclairartmuseum.org

POSITION TITLE:	Director of Development
DEPARTMENT:	Development
SUPERVISOR:	Museum Executive Director
DIRECT REPORTS:	Asst. Director, Major Gifts Asst. Director, Corporate, Foundation, Government Asst. Director, Special Events and Public Programming Asst. Director, Membership & Annual Fund
DEVELOPMENT TEAM:	Development Associate, Membership & Annual Fund Development Associate, Grants & Major Gifts Development Associate, Special Events
POSITION TYPE:	Full-time, exempt, benefits available
LAST REVISION DATE:	October 2021

POSITION DESCRIPTION

The Montclair Art Museum (MAM) is seeking an experienced, creative, and collegial fundraising professional to lead a strong Development team, consisting of four Assistant Directors and three Development Associates. The MAM Development Department serves all aspects of the donor experience through one on one relationships, fostering social connections, and meeting donors’ philanthropic objectives. The Department helps to fulfill MAM’s mission by securing charitable gifts, acting as an advocate for the arts, and deepening MAM’s role in the community. The Director of Development (DoD) is responsible for designing and executing plans to meet the Museum’s ambitious annual and long-term fundraising goals. In this critical role, the DoD will work to broadly engage trustees, major individual donors, foundations, corporations, government agencies, our members, and the community in the mission, exhibitions, and programs of the Museum, and to provide and strengthen ongoing financial support.

The Director of Development is a full-time professional level position reporting to and working closely with the Museum’s Executive Director as a member of the Museum’s senior staff. The DoD will lead and inspire the entire Development Team to reach new levels of support for MAM from its current level of approximately \$2.7 million annually, while working directly on cultivation and expansion of the Museum’s base of major donors. It is essential that the DoD is comfortable using fundraising technology and analyzing data in evaluating results. Strong organizational skills and a collaborative management style both within the development team and across Museum departments, (Curatorial, Education, Finance and Marketing), are essential.

AREAS OF RESPONSIBILITY

Fundraising and Stewardship:

- Individual Giving: Develop strategies, implement, supervise, and evaluate all areas of fundraising with the goal of increasing amount and stability of support from all donor segments.

- Program Support: Identify existing and future Museum programs and positions that would be strong candidates for dedicated support.
- Membership: Grow membership base from approximately 2,000 individuals and families, and migrate members to higher category memberships.
- Events: Develop and carry out two major fundraising events annually.
- Legacy Gifts: Expand planned giving outreach and commitments.
- Board Cultivation: Participate in the identification and recruitment of new Board members, strengthen existing relationships, and outreach to former Board members.
- Stewardship: build, maintain, and deepen relationships with all of the Museum's constituencies.
- Major Fundraising Campaigns: Determine timing, size, and approach for endowment and capital campaigns.
- Government Support: Increase the Museum's visibility among state and local legislators to help secure current and future government funding.

Planning and Strategy:

- Formulate a clear long-term vision and strategy for the overarching approach to fundraising and donor relations.
- Develop a comprehensive annual plan for fundraising that incorporates the responsibilities of each member of the Development department, and the plans and projections of the Development, Finance, and Executive committees of the Board of Trustees.

Administration and Staff Supervision:

- Serve as a critical member of the Museum's senior management team.
- Develop, lead, and inspire a collegial and motivated staff.
- Monitor progress against annual goals and report to Executive Director, trustees, funders, and others, as needed.
- Actively participate in committee meetings, including Development, Trusteeship, Special Events/Gala Committee, Executive, and Finance.

PERSONAL CHARACTERISTICS

- Collaborative and inspirational leader – ability to lead and motivate to maximize the full potential of the Development staff
- Goal oriented self-starter
- Committed to donor support through engagement
- Commitment to teamwork a must

MINIMUM QUALIFICATIONS

Education and Training:

B.A. or B.S, and a thorough knowledge of the field required; M.A. or related graduate-level work preferred.

Work Experience:

Minimum 5+ years senior fundraising experience in institutional Development positions, including team-building and staff management. proven record of effective fundraising success essential. Experience with a museum or other arts organization preferred.

Skills and Abilities:

Excellent planning, organizational, and managerial skills required; clear motivational abilities with strong written and oral communication capabilities; ability to professionally and effectively represent the Museum with discretion and confidentiality, to community and potential donors; ability to work together with the Executive Director, other museum staff, and the Board; demonstrate sound business judgment in decision-making; comfortable using fundraising technology and analyzing data; experience with Tessitura a plus.

WORKING CONDITIONS

Physical demands: occasional long work week with evening and weekend hours; sitting, walking, standing, climbing stairs, hearing, lifting/carrying (up to 20 pounds).

Special environmental factors: none

APPLICATIONS

Please submit a cover letter and resume with a list of references to employment@montclairartmuseum.org with the subject: Director of Development. No phone calls please.

The Montclair Art Museum, as a community-centered institution, is unequivocal in our stance against racism and injustice in all of its forms. MAM strives to maintain an environment that fosters productivity, creativity, and individual satisfaction by celebrating the many diverse traits of our community, which includes but is not limited to race, gender, nationality, age, religion, sexual orientation, and physical abilities. We see the arts as playing a critical role as a medium of observation, insight, education, articulation, and advocacy and seek to provide a platform for facing tough issues in our society as expressed through art. We seek candidates who combine a commitment to excellence in their field with a passion for this role for the arts and have creative ideas on how our exhibitions and programs can serve as an agent for societal change.