

JOB DESCRIPTION

HIGH DESERT MUSEUM

POSITION

JOB TITLE: Assistant Director of Philanthropy
DEPARTMENT: Development
CLASSIFICATION: Salaried, regular full-time exempt

REPORTS TO: Director of Philanthropy
SUPERVISES: Events Coordinator
SALARY RANGE: \$75,000 - \$85,000 depending on experience

JOB SUMMARY

The Assistant Director of Philanthropy supports a holistic and strategic approach to fundraising. They are a leader in the Museum's Development program and responsible for developing and maintaining active and productive relationships with donors, sponsors, and members. By working closely with the Executive Director and Director of Philanthropy they will be part of the team that will be involved with all aspects of fundraising.

ESSENTIAL FUNCTIONS (in order of priority with the percentage of time spent on each)

40%	Donor Relations <ul style="list-style-type: none">Manages their own portfolio and is responsible for soliciting major gifts from individuals in the Desert Sage Society and other funders.Is responsible for securing major gifts and reaching annual fundraising goals.Conducts research and utilizes data analytics to identify new prospects.Utilizes Moves Management to implement strategies and activities for prospecting, donor cultivation, stewardship and solicitationWorks with Development Manager on donor renewals, acknowledgements, reports, record keeping and recognition for members of DSS and other donors.Aids in developing fundraising operating budgets, tracking progress on monthly and YTD revenue goalsComfortable with face-to-face interactions, virtual meetings and calls
40%	Fundraising Events: <ul style="list-style-type: none">Oversees all fundraising events including the High Desert Rendezvous. Coordinates planning of all event activities/elements, logistics, budget, set-up, tear down and more for the annual High Desert Rendezvous eventCoordinates planning, logistics, budgets, set-up, tear down and more for events to cultivate donors, members and sponsors
15%	Other Events: <ul style="list-style-type: none">Oversees the Events Coordinator positionResponsible for ensuring that Events Coordinator successfully manages all Museum event bookingsEnsures Events Coordinator supports internal Museum events as neededProvides supervisory support and mentorship to the Events Coordinator including weekly check-ins, training, providing regular feedback on performance, annual reviews, and more.
5%	Additional Duties: <ul style="list-style-type: none">Embraces, supports and helps implement the Museum's continued learning and commitment to diversity, equity, accessibility and inclusionContribute to and support the Museum's AZA AccreditationTeam player able to work with colleagues across departmentsExecutes other duties as assigned as needed to help abide by the Museum's values, drive our vision and fulfill our mission.

QUALIFICATIONS

EDUCATION/ CERTIFICATION S

- Bachelor's Degree in Business Administration, Communications, Nonprofit Management or related field preferred.

EXPERIENCE

- A minimum of 5 years professional, nonprofit fundraising experience
- Adept at creating and implementing strategic fundraising plans.
- Demonstrated major gifts experience with a successful track record of securing five-figure gifts.
- Experience and familiarity with Oregon's local and regional philanthropic landscape.

SKILLS/ ABILITIES

- Strong verbal and written communication skills
- Ability to prioritize, meet deadlines and manage multiple tasks simultaneously.
- Ability to respond to unanticipated situations and shift priorities while remaining poised and calm under pressure.
- Ability to collaborate and work strategically as a leader and as part of the Museum team.
- Proficient in Microsoft Office Suite or similar software.

PHYSICAL ELEMENTS

- Flexibility to work some evenings and weekends.
- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.

EQUIPMENT USE

- Frequent computer and phone use

ACKNOWLEDGMENT

I acknowledge that I have read and understand the above job description in its entirety and am capable of performing all of the stated requirements.

Employee Name

Signature

Date

An Equal Opportunity Employer

We do not discriminate based on race, color, religion, national origin, sex, age, disability, genetic information, or any other status protected by law or regulation. It is our intention that all qualified applicants are given equal opportunity and that selection decisions be based on job-related factors.