

# JOB DESCRIPTION

# HIGH DESERT MUSEUM

## POSITION

|                        |                                    |                           |  |
|------------------------|------------------------------------|---------------------------|--|
| <b>JOB TITLE:</b>      | Director of Philanthropy           | <b>DIRECT SUPPORTS:</b>   | Executive Director   |
| <b>DEPARTMENT:</b>     | Development                        | <b>DIRECTLY SUPPORTS:</b> | Assistant Director of Philanthropy, Member Relations Manager, Development Manager, Executive Assistant & Database Manager, and contracted Art in the West program lead |
| <b>CLASSIFICATION:</b> | Salaried, regular full-time exempt | <b>SALARY RANGE:</b>      | \$100,000 + DOE  |

## JOB SUMMARY

The Director of Philanthropy creates and oversees the implementation of a strategic approach to fundraising which may include major gifts, annual fund, planned giving, corporate donations, grant solicitation, capital campaigns, special events, membership, and in-kind resources in collaboration with the Executive Director and Board of Trustees. This key position is part of the Museum’s leadership team reporting to the Executive Director, each of whom uses their extensive experience to provide strategic and inspiring leadership to the Museum. The Director of Philanthropy is responsible for leading the Museum’s advancement program and managing the Development department. The Director of Philanthropy will also be responsible for developing and maintaining active and productive relationships with board members, donors, and members.

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

|            |   |
|------------|---|
| <b>75%</b> | <p><b>Capital and Annual Fundraising Responsibilities</b><br/> <i>The Museum is in the midst of a \$40 million capital fundraising campaign and is the highest priority for the Director of Philanthropy. To achieve campaign fundraising goals, as well as maintain annual fundraising goals, 75% of their time will be spent on frontline fundraising (with the majority of that time spent engaging prospective campaign donors).</i></p> <ul style="list-style-type: none"> <li>• <i>Manages a portfolio of prospects and is responsible for soliciting major gifts from individuals, corporations, and some foundations. Area of focus will be primarily individual major campaign gifts and the Museum’s Desert Sage Society donors</i></li> <li>• <i>Directs all fundraising activities including Trustee and major donor giving, membership, annual giving, endowment, special projects, and other museum-related solicitations in collaboration with Executive Director</i></li> <li>• <i>Manages all strategies and activities for donor cultivation, solicitation, and relations</i></li> <li>• <i>Oversees fundraising programs for Desert Sage Society, special events, corporate donors and general members</i></li> <li>• <i>Oversees all fundraising events including 3 Desert Sage Society member and general member exhibit opening events annually, annual corporate member appreciation event, all donor cultivation events, and more</i></li> <li>• <i>Manage and create strategy for two annual appeals</i></li> <li>• <i>Grows endowment to support operations</i></li> <li>• <i>Plans, strategize, supports and manages the annual fundraiser and juried art show</i></li> <li>• <i>Secures transformational gifts for facility in alignment with master plan</i></li> <li>• <i>Develops a marketing plan to include networking with financial planners, hosting an annual R.W. Chandler Society event, presentations at civic meetings, donor recognition, etc.</i></li> </ul> |
|------------|---|

|     |   |
|-----|---|
| 15% | <p><b>Development Office Management and Budgeting</b></p> <ul style="list-style-type: none"> <li>• <i>Development Office Management and Budgeting</i></li> <li>• <i>Oversees office systems to support all Development projects and operations</i></li> <li>• <i>Supervises donor and gift record-keeping</i></li> <li>• <i>Coordinates development research activities</i></li> <li>• <i>Tracks and directs renewal process, acknowledgement letter process, and thank you process for donors over \$1,000</i></li> <li>• <i>Directs the pledge reminders and acknowledgement program</i></li> <li>• <i>Supervises development staff members: Assistant Director of Philanthropy (who supervises the Events Coordinator), Member Relations Manager, Development Manager, Executive Assistant &amp; Database Manager (shared supervision with Executive Director), and contracted Art in the West program lead</i></li> <li>• <i>Promotes team environment</i></li> <li>• <i>Establishes performance objectives and evaluates development staff</i></li> <li>• <i>Develops and monitors the fundraising annual operating budget and revenue goals</i></li> </ul>  |
| 5%  | <p><b>Board of Trustees Relations</b></p> <ul style="list-style-type: none"> <li>• <i>Work closely with the Executive Director, Board Chair, and Development Committee; all of whom will take fundraising-related direction from the Director of Philanthropy.</i></li> <li>• <i>Support the Board of Trustees and key leaders in fundraising by conducting and providing prospect research, developing briefing memos and remarks, crafting gift request materials, and managing full meeting preparations and follow-up.</i></li> <li>• <i>Work closely with the Board of Directors to elevate their role in development and foster a culture of philanthropy within the organization.</i></li> <li>• <i>Works with the Board of Trustees, Development Committee and the Executive Director to develop strategies to initiate and meet fundraising goals</i></li> <li>• <i>Develops fundraising training for Trustees and other leadership volunteers including committees</i></li> <li>• <i>Assumes responsibility for all Development reports to the Board and other agencies, and attends all Board meetings</i></li> <li>• <i>Coordinates annual Advisory Council meeting</i></li> <li>• <i>Supports Board recruitment</i></li> </ul> |
| 5%  | <p><b>Additional Duties</b></p> <ul style="list-style-type: none"> <li>• <i>Contribute to and support the Museum’s DEAI initiatives</i></li> <li>• <i>Contribute to and support the Museum’s AZA Accreditation</i></li> <li>• <i>Assist with museum-wide events, such as Free Days, fundraising gala, etc.</i></li> <li>• <i>Other duties as assigned</i></li> </ul>  |

**QUALIFICATIONS**

|                              |  |
|------------------------------|--|
| EDUCATION/<br>CERTIFICATIONS | <ul style="list-style-type: none"> <li>• Bachelor’s Degree in Business Administration, Communications, Nonprofit Management, or related field. Master’s Degree preferred</li> <li>• Certified Fundraising Executive (CFRE) certification preferred</li> </ul>  |
| EXPERIENCE                   | <ul style="list-style-type: none"> <li>• A minimum of 7 years professional, nonprofit fundraising experience including having previously led a development department</li> <li>• Proven experience in designing and managing major capital and endowment campaigns</li> <li>• Demonstrated major gifts experience with a successful track record of securing six to seven figure gifts</li> <li>• Experience and familiarity with Oregon’s local and regional foundations, private donors, and philanthropic landscape</li> <li>• Experience working in an arts/cultural setting strongly preferred</li> <li>• Foundation relationship and grant writing experience</li> </ul> |

SKILLS/  
ABILITIES

- Ability to interface directly and frequently with donors, board members, volunteers, and other constituents at all levels and the to build and maintain productive working relationships with them
- Adept at creating and implementing strategic fundraising plans
- Excellent verbal and written communication skills
- Ability to collaborate and work strategically as a leader and as part of the Museum team
- Ability to work well in a small, entrepreneurial team environment
- Display a positive attitude, show concern for people and community, demonstrate presence, self-confidence, common sense, and good listening ability
- Must possess excellent project management skills, strong teamwork, and interpersonal skills
- Demonstrate commitment to Museum’s mission and to department funding goals
- Must demonstrate organization, attention to detail, analytical and problem-solving skills
- Ability to prioritize, meet deadlines and manage multiple tasks
- Ability to respond to unanticipated situations and shift priorities while remaining poised and calm under pressure
- Adaptive to a dynamic work environment as Museum continues to grow and management roles evolve and shift
- This position involves extended periods of seated or standing desk work
- Flexibility to work some evenings and weekends
- Frequent computer and phone use

PHYSICAL  
ELEMENTS

EQUIPMENT  
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