

# JOB DESCRIPTION

# HIGH DESERT MUSEUM

POSITION			
JOB TITLE:	<b>Assistant Director of Philanthropy</b>	DIRECT SUPPORTS:	Chief Philanthropy Officer
DEPARTMENT:	Development	DIRECTLY SUPPORTS:	Events Manager
CLASSIFICATION:	Salaried, regular full-time exempt	SALARY RANGE:	\$73,000 - \$85,000 depending on experience

JOB SUMMARY			
<p>The Assistant Director of Philanthropy is a leader in the Museum's Development program and serves as a principal partner to the Chief Philanthropy Officer in advancing fundraising strategy and revenue performance. This role is responsible for leading major gift fundraising, supporting institutional campaign efforts, and strengthening the Museum's long-term philanthropic pipeline, with a primary focus on securing major gifts, building strong donor relationships, and driving sustainable revenue growth. Working in close partnership with the Chief Philanthropy Officer, Executive Director, and Museum leadership, the Assistant Director of Philanthropy plays a central role in shaping and executing the Museum's philanthropic strategy, mentoring fundraising staff, and strengthening the institution's culture of philanthropy. This is a highly strategic, revenue-focused role that blends frontline fundraising, leadership, and institutional partnership.</p>			

ESSENTIAL FUNCTIONS (in order of priority with the percentage of time spent on each)			
40%	<b>Major Gifts &amp; Donor Strategy Leadership</b> <ul style="list-style-type: none"><li>• <i>Manage a personal portfolio of major gift donors and prospects, with primary responsibility for soliciting and securing major gifts from Desert Sage Society members and other high-capacity donors.</i></li><li>• <i>Lead major gift strategy in partnership with the CPO, including:</i><ul style="list-style-type: none"><li>○ <i>Prospect identification and qualification</i></li><li>○ <i>Solicitation planning and execution</i></li><li>○ <i>Long-term donor relationship strategy</i></li></ul></li><li>• <i>Utilize Moves Management to design and implement individualized cultivation, stewardship, and solicitation strategies.</i></li><li>• <i>Conduct and oversee prospect research and utilize data analytics to identify and prioritize new major gift prospects.</i></li><li>• <i>Partner closely with the Senior Manager of Philanthropic Engagement on donor readiness, portfolio movement, and transitions from engagement-level to major and legacy giving.</i></li><li>• <i>Ensure consistent documentation, strategy notes, and reporting for major donor activity.</i></li></ul>		
30%	<b>Campaign &amp; Special Initiatives Support</b> <ul style="list-style-type: none"><li>• <i>Play a role in advancing the Museum's capital and comprehensive fundraising initiatives, in partnership with the CPO.</i></li><li>• <i>Support campaign strategy, planning, and execution across current and future fundraising phases.</i></li><li>• <i>Participate in campaign solicitations, proposal development, and donor strategy.</i></li><li>• <i>Provide leadership for special fundraising initiatives and priority projects as assigned.</i></li></ul>		

15%	<p><b>Planned Giving &amp; Professional Advisors Network</b></p> <ul style="list-style-type: none"> <li>• Partner with the CPO to support the development and growth of the Museum's planned giving program.</li> <li>• Identify and cultivate donors with potential for estate and other deferred gifts.</li> <li>• Develop and help lead the Museum's Professional Advisors Network, building relationships with estate attorneys, financial advisors, CPAs, and trust officers.</li> <li>• Participate in conversations with donors and professional advisors regarding long-term philanthropic planning, as appropriate.</li> <li>• Support stewardship of Legacy Society members and prospects, in partnership with the Director of Philanthropic Engagement.</li> <li>• Contribute to the development of long-term giving strategies that strengthen the Museum's endowment and future financial sustainability.</li> </ul>
10%	<p><b>Revenue Strategy, Forecasting &amp; Accountability</b></p> <ul style="list-style-type: none"> <li>• Partner with the CPO to develop and manage annual and multi-year fundraising operating plans and revenue forecasts.</li> <li>• Play a lead role in setting, monitoring, and achieving major gift and institutional fundraising goals.</li> <li>• Monitor monthly and year-to-date performance and proactively adjust strategy to ensure revenue goals are met.</li> <li>• Support the development of fundraising budgets and long-range revenue projections.</li> <li>• Provide regular reporting and analysis to CPO on major gift and fundraising performance.</li> </ul>
5%	<p><b>Additional Duties</b></p> <ul style="list-style-type: none"> <li>• Contribute to and support the Museum's accreditation initiatives</li> <li>• Assist with museum-wide events, such as Free Days, fundraising gala, etc.</li> <li>• Other duties as assigned</li> </ul>

## QUALIFICATIONS

EDUCATION/ CERTIFICATIONS	<ul style="list-style-type: none"> <li>• Bachelor's Degree in Business Administration, Communications, Nonprofit Management or related field preferred.</li> </ul>
EXPERIENCE	<ul style="list-style-type: none"> <li>• A minimum of 5 years professional, nonprofit fundraising experience</li> <li>• Adept at creating and implementing strategic fundraising plans.</li> <li>• Demonstrated major gifts experience with a successful track record of securing five-figure gifts.</li> <li>• Experience and familiarity with Oregon's local and regional philanthropic landscape.</li> </ul>
SKILLS/ ABILITIES	<ul style="list-style-type: none"> <li>• Strong verbal and written communication skills</li> <li>• Ability to prioritize, meet deadlines and manage multiple tasks simultaneously.</li> <li>• Ability to respond to unanticipated situations and shift priorities while remaining poised and calm under pressure.</li> <li>• Ability to collaborate and work strategically as a leader and as part of the Museum team.</li> <li>• Proficient in Microsoft Office Suite or similar software.</li> </ul>
PHYSICAL ELEMENTS	<ul style="list-style-type: none"> <li>• Flexibility to work some evenings and weekends.</li> <li>• Prolonged periods of sitting at a desk and working on a computer.</li> <li>• Must be able to lift up to 15 pounds at times.</li> </ul>
EQUIPMENT USE	<ul style="list-style-type: none"> <li>• Frequent computer and phone use</li> </ul>

## 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.*

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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.*