

Job Title:	Development Director
Department:	Advancement
Reports to:	Executive Director
FLSA Status:	Non-Exempt
Bi-weekly Salary:	\$1,153.85 - \$2,000
Benefits:	Paid time off (PTO), holidays, medical benefits, and 401k plan

Summary: Responsible for coordinating fundraising efforts through relationship building and identifying prospects and donors while creating, implementing, revising, and monitoring progress against a Development Plan that supports Wiregrass Museum of Art’s strategic direction and priorities.

Primary duties:

Fundraising Activity Leadership

- › Develop annual plan and manage all annual fundraising activities, including year--end donation solicitations, identifying, and writing government and foundation grant applications, cultivating, and tracking of all donor levels; developing a strategy to expand corporate support; manage annual fundraising and donor cultivation events.
- › Identify, track, and communicate with key donors.
- › Develop new donor groups including those associated with new programs.
- › Write and develop all needed collateral materials.
- › Organize and manage maintenance of donor and membership database.
- › Communicate development strategies.
- › Ensure donor recognition as appropriate.
- › Experience with Endowments and Planned Giving a plus.

Donor Identification

- › Develop strategy to identify and involve new individual donors by geography and by area of interest (iconic architecture, art, decorative arts, landscape, programs, etc.).
- › Raise the organization’s level of participation in grant programs, as appropriate.
- › Identify new sources of foundation and corporate giving to support operations and programmatic initiatives.

Fundraising Event Leadership

- › Develop and implement strategies for fundraising events and donor cultivation events including One Night Only and future prospective fundraising events, to include major galas and/or celebrations.
- › Provide leadership in all fundraising events, including event planning, managing staff, planning, financial goal tracking and communication/follow-up.

Communications & Engagement

- Develop and cultivate annual membership program including member benefits including Travel experiences.
- Professional level experience with budgeting, staffing, supervising professionals, and leading teams to generate high quality results, preferably within a high-profile non-profit setting.
- Advanced analytical and problem-solving skills, including issue identification and prioritization.
- Advanced project-management, team-management, and client-management skills. Ability to achieve results with only general supervision.
- Ability to manage key internal and external stakeholders and relationships.
- Proven ability to collaborate across departments to implement processes and achieve results, as well as to work collaboratively with a small, dedicated team. Track record of building and maintaining productive relationships with multiple stakeholders.
- Promotes all museum activities, including annual arts programming, and communicates the museum's mission, offerings, and opportunities for constituents to become involved at WMA. Works with diverse constituencies, including the general public, members and donors, key community stakeholders, artists, vendors, volunteers, and others.
- Works all appropriate events and performs other duties as assigned, including evenings and weekends, as applies.

Secondary Duties:

- All other duties as assigned.

Competencies:

Intellectual Competencies:

- Must have the ability to acquire understanding and absorb new information (a quick study).
- Must have sound judgment/decision making ability; must be able to apply consistent logic, rationality and objectivity in decision-making.
- Must have the ability to display imagination and creative approaches to problems and issues, outside of established methods or standard operating procedures.
- Must have the ability to determine opportunities and threats through comprehensive analysis of current and future trends. Able to understand the "big picture" and assess organizations' competitive strengths and vulnerabilities.
- Must have the ability to be pragmatic and be able to generate realistic and practical solutions to a problem.

Personal Competencies:

- Must have the ability to plan, organize, and schedule work in efficient and productive manner.

- Must have the ability to maintain confidentiality and display ethical behavior in all business dealings; ability to be trusted by peers, clients and others; puts honesty and integrity above self.
- Must display resourcefulness and the ability to seek out and seize opportunities; able to achieve results despite lack of resources or defined processes.
- Ability to focus on key priorities, manage multiple tasks or projects, and manage time effectively.
- Must have the ability to work independently of others without significant supervisory oversight or co-worker involvement.
- Must have the ability to maintain poise and composure under heavy pressure from clients, supervisors and/or company officers.

Interpersonal Competencies:

- Must have the ability to display appropriate demeanor, dialogue, interaction, and attire when dealing with the public, vendors, and museum staff at all levels.
- Must have the ability to personify and/or exhibit compassion, sensitivity, warmth, friendliness, and trustworthiness.
- Must have the ability to work in a team setting and establish collaborative peer relationships.
- Must have the ability to communicate effectively in both written and verbal communication.
- Must have the ability to listen, comprehend directives, inquiries and/or comments, and decipher intent and meaning.

Motivational Competencies:

- Must have the ability to exhibit high levels of energy, a strong desire to achieve, and an appropriately high dedication.
- Must have the ability to exhibit a can-do attitude.
- Must have the ability to exhibit a desire to grow in responsibility and authority.
- Must have the ability to demonstrate a strong need to achieve goals and not give up.

Physical Demands:

- Occasional lifting, carrying, pushing and/or pulling up to 25lbs (+-20%) of the time.
- Occasional standing/walking/climbing (+-20%) of the time
- Sitting in a normal position for an extended time (+-50%) of the time
- Occasional reaching/handling/feeling (+-20%) of the time
- Frequent use of finger dexterity (+50%) of the time

Education:

- Ideal candidate should have a bachelor's degree in a related field.

Experience:

- Ideal candidate should have prior fundraising and grant writing experience.

Computer Skills:

- Must possess basic clerical skills including typing, data entry, ability to use fax and credit card machines, internet, and email.

Other Skills/Ability:

- Must be comfortable interacting and engaging with a diverse public in varying capacities, while demonstrating a positive attitude.
- Ability to understand and present information on membership, classes and workshops, exhibitions, etc. to patrons upon request.
- Professional phone manner.

This is a full time, salaried position, with paid time off (PTO), holidays, medical benefits, and 401k plan. Some weekends and evenings required for events.

To apply, please submit your resume and cover letter to Dana-Marie Lemmer, Executive Director, at dlemmer@wiregrassmuseum.org with subject line “Development Director”. Incomplete applications will not be considered. No phone calls please.

EEO: Wiregrass Museum of Art is an Equal Opportunity Employer. We will not discriminate based on race/creed/national origin/religion/color/sex/age/pregnancy/ disability or veteran status.