



**Title:** Development Director

**Department:** Development

**Status:** Exempt, Regular, Full-time, Salary

**Supervisor:** Executive Director/CEO

**Position Description:** The Development Director identifies, defines, and develops funding sources to support existing and planned programs, capital projects and the operating budget. Director coordinates the development, writing, and submission of grant and sponsorship proposals and will be responsible for collecting, analyzing and reporting the data on supported programs, working with other departments as necessary. Director manages the planning and execution of on-going giving and cultivation programs such as the annual appeal, major gifts program, on-site donation efforts, membership, and planned giving. Director is responsible for planning and executing all fundraising events, primarily the annual fundraising gala.

### **Major Tasks and Responsibilities**

#### **Oversight and Management**

1. Designs and administers strategies to build and maintain advancement (development and membership) programs., with input and support from CEO.
2. Develops and delivers budget goals. Reports progress with activity analysis at Managers Meetings, all-staff meetings and Board Development Committee meetings.
3. Oversees Membership Manager, Database Administrator, volunteers, interns and/or work study students.

#### **Activities**

1. Department Staff management
  - a. Oversees Database Administrator's:
    - i. Gift entering, tracking and acknowledgments.
    - ii. Maintenance of Raiser's Edge database to keep information up-to-date on current and former donors and prospects.
    - iii. Responsibility for maintaining hard copy files
    - iv. Creation and generation of reports on contributions, donors and prospects.
  - b. With Membership Manager, guide the successful execution of the Membership and Annual Giving
    - i. Maintain ultimate responsibility for Membership goals and budget
    - ii. Provide program strategic guidance
    - iii. Design and execute Annual Giving Appeals (fall and spring)
2. Donor Stewardship and Communication
  - a. In coordination with E.D., identify new and maintain contact with existing donors to solidify and maintain their MNA relationship and appropriately direct giving.
  - b. Create stewardship calendar, including schedule for donor interaction and critical networking.
  - c. Working with Marketing Manager, create content and edit mailings and e-communications to donors/members.
  - d. Create and maintain content for Support pages of the MNA website.
3. Maintain knowledge of endowment and restricted funds.
4. Fundraising and Stewardship Events
  - a. Plan and execute fundraising events, including the annual gala and donor cultivation trips, working within budget goals.
  - b. Duties include: soliciting sponsors, coordinating the development of all printed material, take reservations, coordinate and execute silent and live auctions, supervising volunteers and vendors.
5. Foundation/Corporate/Government Giving



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- a. Research, profile, establish, and maintain contact with appropriate foundation, NGO and corporate funding sources.
  - b. Prepare grant proposals in coordination with other departments to support the operating budget.
  - c. Working with department managers, create sponsorship solicitation packets for each appropriate program (e.g. Discovery, Heritage, Public Programs, Ventures, Exhibitions) and update annually.
  - d. Comply with all grantor reporting; gather and submit progress data (including annual submission to Data Arts (formerly the Cultural Data Project); coordinate correspondence and acknowledgments.
  - e. Coordinate and maintain calendar, scheduling, and preparation of grant proposals.
6. Planned Giving
- a. Run/supervise the planned giving program including maintenance of content on the website, creation of a planned giving introductory packet for donors, the establishment and maintenance of a legacy society including schedule of communication and annual events.
7. Act as an enthusiastic advocate and ambassador for the Museum in the community by promoting its resources, programs and services. Attend events as appropriate to establish and maintain relationships beneficial to MNA.
8. Other duties as necessary, related to development and membership.

**Abilities, Skills, and Knowledge**

- Excellent communications skills
- Excellent organizational skills, detail oriented with ability to multi-task and prioritize
- Ability to effectively and professionally represent MNA to funders and members
- Effectively function in a fast-paced team environment
- Experience supervising staff
- Knowledge and experience with Microsoft Office suite essential
- Knowledge of WordPress website editing program helpful
- Proficiency in Raiser's Edge or other fundraising database program
- Ability to sit and stand for long periods
- Ability to work at a computer station for long periods
- Ability to lift 20 lbs. and/or carry objects weighing up to 15 lbs.
- Proven track record of experience writing foundation grants and reports to funders and growing and maintaining a donor and membership base.
- A minimum of 3 years of development experience (preferably involving major donor programs), the ability to meet deadlines, multitask, and work effectively as part of a team.
- Prior experience in a museum setting is a plus.

**Working Conditions**

Generally work indoors, Monday through Friday. Events require attendance on weekends and/or during evening hours.

To apply, send a cover letter, resume, and three references to Jill Thomas at [employment@musnaz.org](mailto:employment@musnaz.org).

Email is the preferred method of application submission. If you are not able to submit your application via email, please call Jill Thomas at 928-774-5211, Ext. 203 to receive additional instructions for application submission.