

## CAREER OPPORTUNITY DESCRIPTION

Title:	<b>Director of Advancement</b>
Job Type:	Full-time (exempt)
Hours:	Generally 40-45 hours per week; includes some nights and weekends
Compensation:	DuMA offers a competitive salary and benefits package, including health insurance, paid vacation, and flextime. See Salary and Benefits section for further details.

## INTRODUCTION

The Dubuque Museum of Art (DuMA) seeks a talented fundraising professional to join our staff during an exciting period of momentum and growth in our programs, community support, and operations.

## ABOUT THE DUBUQUE MUSEUM OF ART

The mission of the Dubuque Museum of Art (DuMA) is to excite, engage, and serve diverse communities within the Tri-State area through our collections, exhibitions, and educational programs. We connect generations of people with their cultural heritage and exceptional art.

Established in 1874, the DuMA is among Iowa's oldest cultural organizations. Since opening an award-winning, remodeled facility in downtown Dubuque in 1999, the DuMA has expanded its permanent collections to include nearly 2,500 objects, including internationally-recognized works by Grant Wood and Edward S. Curtis. In addition, the DuMA regularly hosts and presents juried, curated, and traveling exhibitions, featuring locally, regionally, and nationally-recognized artists, and offers a diverse array of youth and adult art education programs, outreach activities, and special events.

Accredited by the American Alliance of Museums since 2004, the DuMA is a Smithsonian Affiliate and a member of the Midwest and Iowa Museums Associations.

To learn more about our history, mission, vision and values, visit [www.dbqart.com/our-mission](http://www.dbqart.com/our-mission). The organization's current strategic plan may be accessed at [www.dbqart.com/newsletters](http://www.dbqart.com/newsletters).

## POSITION SUMMARY

The Director of Advancement is a new position strategically created to help realize the museum's long-term vision and goals. This position, which requires strong fundraising acumen, is a highly visible and externally-oriented position requiring a self-motivated leader who combines a passion for service, people, and the arts.

Working closely with the Board of Trustees, Executive Director, staff, and appropriate committees representing the community, the Director of Advancement has primary responsibility for implementing plans to recruit, retain, and cultivate individual donors and for developing new and existing sources of earned income to advance the museum's artistic and educational mission. Additionally, the Director of Advancement provides day-to-day support for DuMA's comprehensive capital campaign, *Inspiring Futures, Connecting Generations*.

## **PRIMARY RESPONSIBILITIES**

### Fundraising and Donor Relations- 60%

- Develop and implement an annual fundraising plan that includes strategies to recruit, retain, and cultivate individual members and donors;
- Working with the Executive Director, cultivate planned, capital, and endowment gifts;
- Maintain and implement an annual calendar of donor stewardship activities, including but not limited to special donor events, tours, member trips, and receptions;
- Manage preparation of all gift solicitation and fulfillment materials, including annual and special appeals, membership renewals, and gift acknowledgment letters;
- Assist the Executive Director in preparing proposals to foundations, grant-making organizations, and businesses;
- Assist in re-establishing a museum Friends group and provide ongoing support to various donor affinity groups, including Director's Circle and Collectors' Circle
- Lead in the production of the museum's annual Gala and Art Auction, held each November, and additional signature fundraising events;
- Build and maintain positive working relationships with museums staff and donors, community organizations and foundations, and philanthropic networks;

### Communications – 20%

- Assist the Executive Director with media/public relations and external affairs, including preparing media releases and seeking earned media for museum programs and events;
- Working collaboratively with the Marketing and Community Engagement Manager, develop content for all membership and fundraising marketing materials, including direct mail pieces, digital and printed advertisements, social media marketing content, on-site signage, etc.;

### Administration – 15%

- Maintain the museum's donor database (Salesforce), generate reports, and track member engagement activity;
- Assist the Director of Finance and Operations, as needed, with entering and recording gifts;
- Provide day-to-day support for the capital campaign, including coordination of pledge fulfillment and reminders; tracking gift request activity; scheduling meetings and communications with the Campaign Cabinet; organizing campaign events; etc.

### Other – 5%

- Carry out other duties as assigned.

## **REQUIRED QUALIFICATIONS**

Successful candidates for this position must exhibit:

- A friendly demeanor and customer-oriented approach
- Strong interpersonal communication and relationship abilities
- Excellent written and verbal communication skills, including the ability to write and speak clearly and persuasively
- A strategic and goal-oriented approach to his/her work
- Strong organizational and time management skills
- A strong sense of personal accountability and responsibility for his/her actions and performance
- Tactfulness and discretion with confidential and privileged information;
- Working knowledge of and adherence to the Association of Fundraising Professionals Code of Ethics

Required Education and Work Experience:

- A bachelor's degree in any field from an accredited four-year college or university and
- Three years of experience in a non-profit fundraising, development, or sales environment, with a demonstrated history of raising funds and/or closing sales;

## **PREFERRED QUALIFICATIONS**

- Knowledge of donor management systems/customer relationship management software (specifically Salesforce)
- Prior experience working for or with arts and cultural organizations
- Basic design skills and familiarity with Adobe Creative Suite

## **ESSENTIAL JOB FUNCTIONS**

- Must possess a valid driver's license and means of personal transportation
- Ability to work evening and weekend hours
- Ability to sit or stand for extended periods
- Ability to read, write and speak English proficiently
- Intermediate to advanced computer skills, including a high degree of familiarity with Microsoft Office applications (Word and Excel)

## **SALARY AND BENEFITS**

The DuMA offers a competitive salary and benefits package, including health insurance, paid vacation, and generous flextime policy. The starting salary for this position is commensurate with experience; however, an expected salary would be in the range of \$45,000-\$60,000 annually. A higher salary may be possible for candidates who can demonstrate a record of success and accomplishments in fundraising, specifically with major gifts/capital campaigns.

## **SUPERVISION**

Reports to: Executive Director

## **ADDITIONAL REQUIREMENTS**

All offers of employment are conditioned upon a background check and 90-day probationary employment period.

## **APPLICATION INSTRUCTIONS**

Qualified candidates should submit a cover letter, current CV/résumé, and a minimum of three professional references to Jean Hoeger at [jhoeger@dbqart.com](mailto:jhoeger@dbqart.com) by **January 6, 2019**. No calls please.

(Note: References will only be contacted at the finalist stage and with the candidate's prior consent.)

*The Dubuque Museum of Art is an equal opportunity employer. We are committed to equal treatment of all employees without regard to race, national origin, religion, gender, age, sexual orientation, veteran status, physical or mental disability or other basis protected by law.*