



**POSITION TITLE:**

Development Director

**REPORTS TO:**

Executive Director

**JOB BRIEF:**

The Development Director is responsible for planning, developing, coordinating and managing fundraising and development activities for the museum. Key duties include organizing and managing annual fund campaigns; soliciting donations and sponsorships for programs, operations, exhibitions, special events, capital projects, and endowment; overseeing membership and donor development, cultivation and stewardship; researching and developing grants and grant reports; and planning special projects and events.

**JOB DESCRIPTION:**

*Strategy and Planning:*

- In coordination with the Executive Director, staff and Board of Directors, create a strategic fundraising strategy and action plan
- Oversee management of donor database; create profiles; track donors and prospects; create and access reports as needed.
- Coordinate member database activities with Office Manager to ensure timely renewals and recognition for new and renewing members.
- Manage development calendar and deadlines for sponsor and donor solicitation, grants, and grant reports.
- Update and revise case statements for institutional and project needs.
- Oversee and grow membership program; evaluate retention and recognition opportunities.
- Stay current with changes in charitable giving tax laws and trends.
- Plan, execute and monitor an annual departmental budget.
- Plan and execute Annual Art Auction and Dinner.
- Coordinate with staff leadership to ensure proper planning for special events that are hosted by The NIC and/or community partners on-site including, but not limited to, Art Walk/Art on the Lawn, Opera Wyoming, Day of the Dead, Chinese New Year, and Brunch & Bach.

*Donor Cultivation and Stewardship:*

- With the Executive Director and Board of Directors, develop, plan and execute campaigns to secure gifts for operations, programs, capital campaigns and endowment.
- Identify potential foundation, corporate and government grants and prepare and submit proposals in coordination with other departments of the museum as appropriate.

- Solicit and obtain corporate, foundation and private sponsorships for special events and activities held throughout the year.
- Cultivate, steward, solicit individual and corporate donors – past, present and prospective.
- Conduct and oversee prospect research and develop cultivation plans.
- Oversee all aspects of donor relations and stewardship, including donor recognition and cultivation events.
- Forge and maintain strong relationships between the institution and an expansive array of donors and cultural partners.
- Collaborate with staff colleagues to craft sponsorship packages and proposals.
- Oversee all sponsorship fulfillment.
- Work with staff to submit quality grant proposals.
- Research grant-funding opportunities (regional, state and national); maintain an accurate grants calendar; manage grant-tracking and reporting processes.
- Ensure appropriate recognition of all sponsors in print and on-line.
- Represent the organization at public and private events and give presentations and speeches as required.

**REQUIRED QUALIFICATIONS:**

- A minimum of five years work experience in fundraising and/or special event production.
- Advanced verbal and written communication skills.
- Familiarity with technical computer applications.

**PREFERRED QUALIFICATIONS:**

- Experience with donor development, grant writing, and all aspects of fundraising best practices and standards.
- Financial management and record maintenance.

**EQUIPMENT USED:**

Standard office equipment: computer, printer, copier, postage meter, folding machine, etc.

**HOURS:**

Full time. Additional hours will be required during special events.