**Director of Development**

The Madison Museum of Contemporary Art (MMoCA) seeks candidates for a full-time, exempt Director of Development. Reporting to the Executive Director, the Director of Development will lead a staff of development professionals in a coordinated effort to raise contributed revenue. Responsible for articulating, planning, and overseeing the implementation of a strategic direction for the department, the Director of Development plays a critical role in developing prospect cultivation and solicitation strategies. They are expected to cultivate and solicit major gifts from key prospects and serves as a key liaison to the Board of Directors and its Committees in their related efforts. The Director of Development is responsible for institutional giving at the museum, managing all government and foundation grants at the local, regional, and national levels. This position also manages MMoCA’s planned giving (MMoCA Circle) program.

The Madison Museum of Contemporary Art is an independent, nonprofit organization that presents exhibitions by local, regional, national, and international artists. MMoCA exhibits, collects, and preserves modern and contemporary art to provide transformative experiences that educate, reflect, and inspire us as individuals and as a community.

**Essential Duties and Responsibilities**

- Provide leadership, direction, and management to the development department of the organization.
- Lead and motivate the Board of Directors, inspiring them to serve in a strategic capacity as fundraisers. The Director of Development will be expected to work closely with the fundraising committees of the Board and provide training, support, and orientation to fundraising techniques as needed.
- Determine departmental long-range goals addressing dollars to be raised annually, benchmarks for growth in dollars raised and relationships, targets for each area of giving, and other development issues.
- Ensure that the development staff is aided by a thorough annual operating plan in reaching the department’s goals.
- Enrich effective working relationships with the Board of Directors and its committees, staff colleagues, and volunteers to build a strong network of committed and continuous support.
- Serve as a major gift fundraiser by identifying, cultivating, soliciting, participating in strategy development, and stewarding selected major gift prospects from all constituencies, corporate, foundations and individuals. Work with key trustees to manage their portfolio of high-end prospects.
- Working closely with the Executive Director, devise and implement a multifaceted endowment and capital campaign that will support MMoCA’s mission and growth.
- Serve as an articulate, enthusiastic, and visible spokesperson for the organization.
- Responsible for institutional giving at the museum, managing all government and foundation grants at the local, regional, and national levels as well as related reporting.
- Along with other members of the management team, lead MMoCA’s initiatives to expand and advance diversity, equity, accessibility, and inclusion.

**Department Management and Special Projects**

- Together with the Director, Development Officer, and Director of Events and Volunteers, develop and implement a comprehensive and strategic fundraising and stewardship plan to meet short and long-term fundraising goals, including major gifts, annual giving, events, grants, and planned gifts.
- Build existing membership program to provide critical support for the Museum.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. MMoCA is an Equal Opportunity Employer. It is our policy to administer all of our employment practices, including those pertaining to recruitment, hiring, placement, transfer, promotion or demotion, rates of pay or other forms of compensation, layoff or termination and selection for training in a nondiscriminatory manner without regard to race, color, religion, sex, age, handicap or disability, sexual orientation, national origin, or any other basis prohibited by applicable federal, state, or local fair employment laws or regulations.
• Oversee the management of the department’s budget and the annual evaluation of the development department’s programs including cost analysis.
• Supervise the Development Officer, Director of Events and Volunteers, and Gift Processing Coordinator.
• Oversee special projects as needed and as assigned by the Director.

Institutional Giving
• Perform all activities required to prepare, submit, and manage grant proposals.
• Perform research on foundations and other granting agencies to evaluate prospects.
• Work cross-departmentally to gather information necessary to write applications, and to report out on grants received.
• Comply with all grant reporting as required by agencies.
• Develop, maintain, and steward relationships with foundation officers.
• Oversee the maintenance of records in database and in paper files, including grant tracking.

Planned Giving
• Develop, maintain, and steward relationships with current MMoCA Circle members, and with planned giving prospects.
• Develop and implement initiatives and outreach for planned giving program.
• Serve as staff lead on the Planned Giving subcommittee of the MMoCA Board of Trustees, which serves to support the strategic activities and outreach related to planned giving for the museum.

Qualifications (Education, Experience, Certifications, Licenses)
• 7+ years’ experience with increasing responsibilities in successful fund development and team leading required.
• Bachelor’s degree in Non-Profit Administration, Public Administration, Communications, Business, or related field strongly preferred but not required.
• Must embrace the mission of MMoCA in exhibiting, collecting, and preserving modern and contemporary art.
• Proven ability to lead, inspire and mentor a staff of three development professionals in a coordinated effort to raise more than $2.5 million in contributed revenue annually, as well as the capacity to motivate and collaborate successfully with a dedicated Board of influential civic and corporate leaders.
• Experience in the management of fundraising efforts for an integrated campaign encompassing annual operations, membership, capital improvements, and endowment expansion, and work collaboratively with the Executive Director in this effort.
• Demonstrated ability to work in constructive partnership with other members of the senior management team.
• Established ability to consistently provide strong support for the artists, staff, and civic leaders who create an environment conducive to the creation of excellent work and exhibits.
• Ability to be an effective representative of and spokesperson for the Museum community and an excellent communicator with strong verbal, written, and interpersonal skills.
• Demonstrated knowledge of and facility with fundraising database programs.
• Proven ability to be appreciative of multiple diverse perspectives, and lead a commitment to MMoCA’s initiatives regarding diversity, equity, accessibility, and inclusion.
Work Environment And Job Specifications
The work environment and job specifications listed below are representative of those that must be met by an employee, with or without accommodations, to successfully perform the essential functions of this job.

- Primarily perform work in an office environment
- Frequently move around the office and access or use computers, office equipment, telephone, and any other pertinent supplies, space or equipment used to perform the duties of the position.
- Work with frequent interruption.
- Sit for long periods of time
- Lift and/or move up to 10 pounds and occasionally lift and/or move up to 20 pounds
- Travel occasionally for events, meetings, etc.

Salary will be commensurate with relative, direct experience, with the minimum salary starting at $65,000.

How to Apply
Submit resume and cover letter to hr@mmoca.org
Application review will begin June 30, 2021