

## **Museum of African American History-Boston and Nantucket**

The Museum of African American History-Boston and Nantucket is New England's largest and most visible African American history museum with four historic sites and two Black Heritage Trails®. To assist it in its mission of preserving, conserving and accurately interpreting the contributions of black communities in New England from the colonial period through the 19th century, the Museum is looking to hire an experienced Director of Development.

### **Job Description - Director of Development**

The Director of Development will be responsible for developing and implementing the development strategy for the Museum of African American History-Boston and Nantucket.

Reporting to the Executive Director, Director of Development will be responsible for achieving the Museum's fundraising goals and engaging new and existing individual, corporate and foundation supporters in support of a variety of Museum programmatic and operating needs. This includes leveraging key relationships and contacts.

### **Summary of Responsibilities:**

- Create and implement annual development plan and strategy
- Lead and manage the Museum's overall development efforts to raise an annual budget of \$3 Million dollars including support for capital projects
- Train and lead other development staff, consultants to support fundraising and marketing efforts
- Cultivate and nurture relationships with current and potential corporate & foundation supporters, and individual donors
- Ensure that grant proposals and reports to corporate, foundation, and government funders are written to meet deadlines, and that the Museum engages in the appropriate cultivation and follow-up strategies.
- Develop and grow the Museum's individual donor base; manage annual giving campaign; cultivate and solicit major gifts
- Develop and implement comprehensive marketing and public relations strategy
- Develop and manage Board's fundraising capacity

### **Detailed Overview of Duties and Responsibilities:**

Regular duties include the following. Other duties may be assigned.

On an on going basis:

1. Fund Raising – Establishes short- and long-range goals for unrestricted funding sources and enlists support from members of institution staff. Strategizes and orchestrates methods of approach to institutional donors. Researches public and private grant sources (agencies, corporations and foundations) to identify sources of restricted and unrestricted funding. Works with program staff to develop funding related projects. Organizes individual donor campaigns (e.g., major donors, direct mail and board of trustees). Organizes solicitation drives for pledges of ongoing support from individuals, corporations, and foundations.
2. Major Gift/Donor Support – Produce major donor, board and special category solicitations/support materials with the intent to retain or upgrade gifts when possible. Cultivates donors by producing specialized correspondences, preparing letters of acknowledgment, scheduling and attending in-person visits.

3. Planned Giving Program – Explore the development of a Planned Giving Program and establish a modest program within the first 12 months of employment with the capacity for expansion over time.
4. Database and Records Management – Supervises and coordinates activities of workers engaged in maintaining SAGE and paper records of contributors and grants. Maintain security and quality controls. Generate queries, reports, exports and any other collection data as needed. Manage any related vendors.
5. Development & Public Relations – Supervises most development and public affairs matters, particularly the creation of various communications such as the annual report, general boilerplate, general PowerPoint presentations, government relations, executive correspondences and speeches. Produces general content for website.
6. Unrestricted Income Financial Reporting – Maintain accurate accounting of all unrestricted income and its sources. Interface with team and Finance to fulfill information requests and maintain reporting accuracy.
7. Dedicate on-going attention to personal professional development through trade organization networks.

**Supervisory Responsibilities:**

Directly supervises three-four employees and/or consultants in the Development Department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**Education:**

- Bachelor's degree and/or equivalent prior experience. Master's Degree preferred. Understanding of community/national cultural and history institutions a plus.

**Qualifications:**

- 5-10 years of direct fundraising, sales or business development experience in a service industry or with a non-profit; emphasis on corporate and individual donor relations
- Proven track record of achieving revenue targets and/or a quota of over \$1M annually
- Proven management and leadership capabilities
- Experience working with senior level executives in a corporate and/or non-profit environment
- High energy, positive, "can-do" attitude, flexibility, teamwork, and attention to detail; high degree of initiative
- Strong verbal communications skills and demonstrated ability to write clearly and persuasively
- Demonstrated ability to think strategically and thorough understanding of strategic development
- Demonstrated ability to prospect, cultivate, and manage new relationships
- Strong partnership-building and event planning skills
- Thorough understanding of all components of a diversified funding base
- Good computer skills and knowledge of data base programs
- Competitive salary commensurate with experience