



## **DEVELOPMENT MANAGER - DONOR ADVISING JOB DESCRIPTION**

### **INTRODUCTION**

The Trout Museum of Art (TMA) is seeking a talented and experienced fundraising professional during an exciting period of momentum and growth. We are in the process of building a state-of-the-art museum that serves as a vibrant center of connection, where people come together to experience the power of art.

The mission of the Trout Museum of Art (TMA) is to inspire and connect all people through creativity and the visual arts using our exhibitions, educational programs, and community engagement events.

### **POSITION SUMMARY**

The Development Manager is a new, full-time position strategically created to help realize the museum's mission, vision, and strategic plan by building partnerships with donors and members based on relationships. This position, which calls for 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. Our goal is to be a beloved organization within our community with our development staff respected and admired by donors, other non-profits, and the larger philanthropic community.

Working closely with the Executive Director, staff, Board of Directors, and appropriate community representatives, the Development Manager's primary responsibilities are to implement plans to cultivate individual and corporate donors for long-term support of all TMA programming and operations.

The Development Manager will create new and exciting ways to make our external relationships with people special and specific, all while staying true to advancing the museum's mission. The ideal candidate will have a passion for the arts!

The right candidate lives out our values of embracing differences and finding strength in our creativity and connectedness. We passionately believe that art opens minds and changes people's lives each and every day.

## **PRIMARY RESPONSIBILITIES**

### **Fundraising and Donor Relations:**

- Develop and implement a fundraising plan that raises an Annual Fundraising goal of \$500,000+ as the primary organizer of a small development team including the Executive Director and Development Manager. Cultivates new individual and corporate donors' trust and respect, so they want to be donors
- Builds relationships with existing donors so they are long-term donors year after year.
- Lead Implement annual development plan and touchpoint calendar of donor activities that feel specific and special, including but not limited to donor meetings, special donor events, exhibit tours, receptions, etc.
- Write and oversee proposals for individual and corporate donors, and be a meticulous steward of their generosity
- Work with the executive director and marketing to plan donor solicitation and fulfillment materials, gift acknowledgment letters, and other touchpoint materials that feel special and specific.
- Build and maintain positive working relationships with TMA's staff and donors, community organizations and foundations, and philanthropic networks.
- Maintain accurate donor records and database.

### **Communications:**

- Communicating with donors and staff via email, phone, or social media.
- Answering donor and staff inquiries in a timely fashion.
- Using prospect research tools and our donor database to build donor relationships.
- Creates professional solicitation proposals and materials to support fundraising efforts.
- Work collaboratively with marketing to help develop content for fundraising materials and to ensure that donor promises are accurately kept.
- Provide donor updates to Finance, as needed, with entering and recording pledges and gifts.
- Work as staff liaison to the Board Development Committee.

## **QUALIFICATIONS**

### **Successful candidates for this position must exhibit:**

- A friendly demeanor and customer-oriented approach
- Strong interpersonal communication and relationship abilities
- Excellent communication skills, including the ability to write and speak clearly and persuasively
- A strategic and goal-oriented approach to work
- Exceptional writing skills especially related to grant writing
- Strong organizational and time management skills
- A keen sense of personal accountability and responsibility for 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

### **Education and Work Experience:**

- A bachelor's degree in any field from an accredited four-year college or university or experience in non-profit fundraising and grant writing
- 2+ years of professional fundraising experience and demonstrated success in meeting organizational targets
- Prior work or volunteer experience working for or with arts and cultural organizations would be a plus

### **Essential Job Functions:**

- Must possess a valid driver's license and means of personal transportation
- Excellent skills in Microsoft Office applications
- Knowledge of and skills in using donor database systems

- Ability to work some evening and weekend hours
- Ability to sit or stand for extended periods for some special events
- Ability to read, write, and speak English proficiently
- Love of the visual arts

**Salary and Benefits:**

TMA offers a competitive salary, medical, life, and disability insurance, and a generous flextime policy. The starting salary for this position is commensurate with experience.

**Supervision:**

Reports to Executive Director

**ADDITIONAL REQUIREMENTS AND INFORMATION**

**Background Check:** Employment is conditional upon a yearly background check, completing abuse training, and signing our Student Abuse Policy and Procedures.

**How to Apply:** Interested candidates should submit a resume and cover letter detailing their qualifications and experience to [Jobs@TroutMuseumArt.org](mailto:Jobs@TroutMuseumArt.org) by September 1, 2024.

**Equal Opportunity Employer:** The Trout Museum of Art is an equal opportunity employer and values diversity. All employment is decided based on qualifications, merit, and business needs.