



## Job Description | Director of Development

**Job Title:** Director of Development  
**Department:** Development  
**Reports To:** Chief Executive Officer  
**FLSA Status:** Exempt, full time with benefits

**POSITION SUMMARY:** The museum's Director of Development is responsible for the design, implementation and management of the museum's development programs and initiatives. The Director of Development reports to the Museum's Chief Executive Officer and works closely with and in support of the Board of Trustees' Development/Marketing Committee by performing the following duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** include the following. Other duties may be assigned.

- Designs, implements and manages a comprehensive fundraising plan, expected to raise revenue needed to meet the museum's annual goals, including real endowment growth and general operating expenses. The components of this plan will include but will not necessarily be limited to: prospect research; membership; annual appeal; foundation and corporate gifts; grants; planned gifts; and, special events.
- Works with the Museum's Chief Executive Officer to provide support and training for the Trustees' Development/Marketing Committee;
- Works with the Museum Chief Executive Officer, Board of Trustees and Departmental heads to set and implement annual and long-term fundraising goals and objectives for operating, capital and endowment funds;
- Expands the museum's current donor base through research, cultivation and implementation of new strategies designed to meet the varied interests of the actual and potential support groups.
- Research, write and monitor grants;
- Works with museum staff and volunteers to foster and strengthen current and potential support communities and constituencies.
- Maintains a reliable, effective, and timely system of recording in conjunction with the museum's Membership Coordinator and Accountant.
- Develops and manages a departmental budget and provides accurate reporting to meet established goals.

**Supervisory Responsibilities:** Directly supervises the Membership Coordinator. 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.

### **IDEAL CANDIDATE CHARACTERISTICS**

Desirable candidates for this position will possess a combination of the following:

- Proven ability to cultivate and sustain a broad, diverse donor base;
- General knowledge of professional fundraising practices on a local, regional and national level;
- Basic knowledge of marketing concepts;
- Effective research and analytical skills to successfully identify and utilize donor trends and patterns and use such data in ways to revise existing strategies and develop new ones;
- A proven track record in meeting established fundraising goals and demonstrated strengths in: record keeping, stewardship, gift reporting, prospect development and tracking, and management of departmental budgets;
- Attention to detail;
- Appropriate and effective professional judgment;
- Ability to cooperate, negotiate and compromise in order to find effective solutions to development related challenges;
- Exceptional interpersonal and communication skills – both written & verbal;
- Ability to work effectively and comfortably with the PC computer platform;
- Effectiveness in working both independently and as part of a professional team.

## MINIMUM QUALIFICATIONS

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:** B.A./B.S. required; M.A. in development related field desirable. Candidates for this position must have at least five (5) years of increasingly responsible development experience and two (2) years of experience in successfully directing and managing a comprehensive development program. A knowledge of Blackbaud's Raisers Edge software (or similar program) and of the Stockton-San Joaquin County region is highly desirable. General knowledge of professional fundraising practices on a local, regional and national level. Basic knowledge of marketing concepts. CFRE a plus.

### **Application:**

Interested candidates should send a cover letter, resume and professional references to [hagginmuseumjobs@gmail.com](mailto:hagginmuseumjobs@gmail.com) or 1201 N. Pershing Avenue, Stockton, CA 95203. No calls, please.