

DIRECTOR OF DEVELOPMENT: JOB POSTING

Discover the Columbia Museum of Art!

Nestled in the heart of the vibrant Greater Columbia, South Carolina region, the Columbia Museum of Art (CMA) is a beacon of forward-thinking energy and Southern charm. The CMA isn't just a museum; it's a dynamic hub where art comes alive, and everyone is invited to join the experience.

With a world-renowned collection of over 7,000 works that spans American, Asian, European, and Modern and Contemporary art, the CMA has been captivating visitors since 1950. Our mission goes beyond showcasing stunning pieces; we strive to create an inclusive, participatory space where art is felt, not just seen.

Our passionate team of staff, members, volunteers, and partners from community artists and organizations, the corporate world, and government are all united by a common goal: to make the CMA a cherished cultural gem in the Southeast. Come see for yourself why the CMA is more than just a museum—it's a place where art and community thrive together.

Position Overview: Director of Development

Are you ready to lead the charge in shaping the future of the CMA? As the Director of Development, you'll be at the helm of our fundraising and communications efforts, working together with a passionate team to drive our mission forward.

Key Responsibilities:

- **Leadership & Strategy:** Provide visionary leadership and strategic direction for all development activities.
- **Sustainable Growth:** Develop and implement both annual and long-term strategies to boost support from individuals, corporations, foundations, and other sources.
- **Relationship Building:** Cultivate and maintain strong relationships, connecting people to CMA's mission and enhancing our fundraising efforts.
- **Team Collaboration:** Work closely with the Executive Director, Leadership Team, Board of Trustees, Development Officers, Database Administrator, Special Events Manager, and key staff and volunteers to meet revenue goals.

This role is pivotal in ensuring the CMA continues to thrive and inspire. If you're passionate about art and community, and have a knack for strategic fundraising, we want you on our team!

What Our Development Director Does

Our Development Director is the driving force behind our fundraising success at the CMA. Here's a snapshot of their key responsibilities:

- **Strategic Planning:** Collaborates with the Executive Director and Leadership Team to craft and execute development strategies, including an annual plan.
- **Fundraising Goals:** Secures funds to meet annual contributed and rental revenue targets.
- **Partnership Cultivation:** Actively builds relationships with businesses, foundations, and community partners to boost CMA's visibility and support network.
- **Team Collaboration:** Works with team members to promote brand awareness and funding initiatives.
- **Engagement:** Inspires philanthropy and support through meaningful constituent engagement.
- **Donor Relations:** Focuses on donor cultivation, stewardship, recognition, and appreciation.
- **Systems Management:** Utilizes systems and infrastructure to achieve fundraising goals, ensuring data integrity and informed decision-making.
- **Portfolio Management:** Manages a portfolio of approximately 75 donors and funders.
- **Team Partnership:** Partners closely with the development team and CMA Leadership to optimize the identification, cultivation, and solicitation of donors.
- **Reporting:** Provides detailed fundraising progress reports to the Leadership Team, Board, and Advancement Committee.

Personnel Management

Our Development Director is the leader in managing and supporting the Development Team. Here's how they make a difference:

- **Team Supervision:** Directly oversees the Development Team, including the Development Officer for Corporate and Foundation, Development Officer for Membership and Local Giving, Database Administrator, and Special Events and Rentals Manager. Ensures each team member is performing optimally.
- **Performance Feedback:** Provides continuous performance feedback and direction to development staff.
- **Staff Empowerment:** Coaches and empowers staff to enhance their effectiveness in development activities.

Communications and Grant Management

Our Development Director plays a crucial role in managing communications and grants. Here's how they contribute:

- **Production Oversight:** Manages the creation of all direct mail letters, development materials, grants, brochures, and sponsorship proposals to engage donors effectively.
- **Grant Management:** Oversees the entire grant process, ensuring accountability to funding entities and maximizing revenue from grants and foundations.
- **Quality Communication:** Ensures all internal and external communications are of the highest quality, accurate, and effective.

Board and Executive Collaboration

Our Development Director is instrumental in fostering strong relationships and supporting key initiatives. Here's how they contribute:

- **Executive Partnership:** Collaborates with the Executive Director to support Board giving, advocacy efforts, and cultivate new relationships.
- **Board Support:** Works closely with and supports the Board Advancement Committee.

Financial Management

Our Development Director is pivotal in ensuring the financial health of the CMA. Here's how they manage financial responsibilities:

- **Budget Management:** Develops and oversees the annual expense budget and revenue projections for the Development department.
- **Fundraising Leadership:** Leads development activities in collaboration with other Development staff, the Board, and other team members to secure sufficient funds for the organization's mission.
- **Financial Reporting:** Regularly provides financial data reports to the Leadership Team, Advancement Committee, and Board, aiding in informed decision-making.

Background and Skills Required

To excel as our Development Director, you'll need a blend of passion, experience, and skills. Here's what we're looking for:

- **Mission-Driven:** Deep commitment to the mission of the Columbia Museum of Art.
- **Educational Background:** A four-year college degree is preferred, coupled with a robust professional history in strategy development and team management.
- **Fundraising Expertise:** Over 8 years of successful experience managing a fundraising program.
- **Donor Engagement:** Proven track record of personally engaging and stewarding donors and sponsors.
- **Team Building:** Experience in building and growing a high-functioning team.
- **Cross-Department Coordination:** Demonstrated ability to organize and implement activities like direct mail and special events across departments.
- **Interpersonal Skills:** Strong communication and collaboration skills, including empathy, patience, inclusivity, and active listening.
- **Communication Proficiency:** Excellent written and verbal communication skills.
- **DEI Commitment:** Dedication to promoting a diverse, equitable, inclusive, and belonging culture.
- **Self-Starter:** Strong ability to prioritize and manage time effectively.
- **Flexibility:** Willingness to adapt work hours and schedule to meet the organization's needs.

If you have these qualities and are ready to make a significant impact, we'd love to hear from you!

Technical Skills

- CRM Expertise: Experience and commitment to working with Customer Relationship Management systems, with a preference for Salesforce.
- Microsoft Proficiency: Proficient in Office 365 and the key suite of Microsoft programs.
- Project Management: Experience and commitment to using project management software and online collaboration tools.

Pay range: \$85,000 - \$110,000 annually.

This advertised pay scale reflects the good faith minimum and maximum salary range for the role. However, it doesn't guarantee a specific wage. The actual compensation offered to a candidate may vary based on factors such as experience, fundraising success, education, qualifications, or other relevant considerations

Benefits:

Core values we take very seriously

Health, dental, life & LTD plans

State retirement plan

Paid time off

Paid holidays

Parking provided

CMA & exhibition merch discounts

Event & program discounts