

JOB ANNOUNCEMENT

Organization: National Museum of Women in the Arts
Position: Director of Annual Giving and Membership
Department: Development

POSITION SUMMARY:

The Director of Annual Giving and Membership is a senior member of the museum's management team, leading annual campaigns to raise a minimum of \$1.7 million in unrestricted giving from individuals. The incumbent is responsible for leading overall strategy for acquiring, renewing, and upgrading members, as well as proactively seeking additional annual support. Working with current and prospective major donors, board members, senior management, staff members, consultants, and vendors, the Director of Annual Giving and Membership must prioritize and manage varied, time-sensitive responsibilities while maintaining a professional demeanor in a fast-paced environment.

RESPONSIBILITIES:

- Develop and implement an overarching strategy for multi-channel annual fundraising campaigns to acquire, renew, and upgrade members, as well as seek special additional annual support.
- Communicate case for support through succinct communication skills—in person, in writing, and over the phone.
- Work with leadership and Board President to develop strategy for annual gifts from the Board and other major giving levels.
- Regularly monitor donor pipeline and assign prospects to planned giving staff, solicitors, and development officers.
- Build donor loyalty through personal cultivation, communications, and donor recognition programs—to include personally stewarding a portfolio of at least 150 donors and prospects.
- Supervise and mentor direct reports and other members of the development team.
- Prepare and monitor complex departmental budgets and provide in-depth reporting to leadership.
- Research and evaluate vendor and consultant relationships/contracts to ensure best return on investment and overall deliverables.
- Oversee solicitations, cultivation and events for the Circles program, which builds a bridge to the \$1,000–10,000 members.
- Conduct regular audits of donor relations process, including systems and policies related to acknowledgments, events, fulfillment of member benefits and customer service.
- Monitor data management practices and audience selections for fundraising efforts to ensure accuracy and effectiveness.

- Proactively build relationships and collaborate with colleagues throughout the museum to promote a fundraising culture, understand content, and connect donors to the work of the organization—and staff to donors who support the museum's mission.
- Maximize the revenue potential through use of prospect research tools and other predictive and modeling platforms.

QUALIFICATIONS:

This position requires a bachelor's degree; minimum of eight years of successful experience in mid-level donor pipeline building and direct response fundraising campaigns; and a minimum of five years in a senior management position.

Successful applicant will possess:

- Demonstrated experience upgrading and stewarding general members to the mid and major donor levels
- Ability to produce and maintain complex budgets and analytics; and past success motivating and mentoring teams to produce and meet goals
- Strong record for achieving goals
- Experience working with major donors and implementing effective upgrade campaigns to increase revenue
- Strong project management skills
- Ability to develop and articulate long-range plans and campaign strategies to include drafting complex budgets (with expense and income projections), marketing plans, and production schedules
- Flexibility, diplomacy, and good problem-solving skills
- Knowledge of the arts is preferred and experience with Raiser's Edge is highly desired.

Please submit applications by emailing cover letter, résumé, and salary requirements to HR@nmwa.org. Successful candidates will be subject to reference and background checks. The National Museum of Women in the Arts is an equal opportunity employer.

The National Museum of Women in the Arts ([NMWA](https://www.nmwa.org)) is the only major museum in the world solely dedicated to championing women through the arts. With its collections, exhibitions, programs, and online content, the museum inspires dynamic exchanges about art and ideas; advocates for better representation of women artists; and serves as a vital center for thought leadership, community engagement, and social change.