

HIGH DESERT MUSEUM

VICE PRESIDENT OF DEVELOPMENT

The Vice President of Development is a member of the High Desert Museum's leadership team reporting to the President. The Vice President of Development is responsible for leading the Museum's advancement program and managing the Development department. The Vice President will also be responsible for developing and maintaining active and productive relationships with board members, donors, and members.

Specific areas of responsibility include:

Fundraising

- Manages their own portfolio of prospects and is responsible for soliciting major gifts from individuals, corporations, and foundations. Area of focus will be primarily individual major gifts.
- Directs all fundraising activities including trustee and large donor giving, membership, annual giving, endowment and capital campaigns, special projects, and other museum-related solicitations.
- Manages all strategies and activities for donor cultivation, solicitation, and relations.
- Develops and maintains relationships with foundations. Directs grant writing program and reporting to foundations.
- Oversees fundraising programs for corporate donors.
- Oversees a planned-giving program.

Board of Trustees Relations

- Works with the Development Committee of the Board of Trustees and the President to develop strategies to initiate and meet fundraising goals.
- Develops fundraising training for Trustees and other leadership volunteers.
- Assumes responsibility for all Development reports to the Board and other agencies, and attends all Board meetings.
- Assists the Board with recommending and researching potential new donors.

Development Office Infrastructure

- Oversees office systems to support all Development projects and operations.
- Supervises donor and gift record-keeping.
- Coordinates development research activities.
- Oversees the management of databases and all records, files, and gift processing.
- Directs the pledge reminder and acknowledgement programs.

Management and Budgeting

- Supervise four development staff people: Manager of Individual Giving, Corporate and Planned-Giving Manager, Membership Coordinator, and Grant writer.
- Promote team environment. Establish performance objectives and evaluate development staff.
- Develop and monitor the fundraising annual operating budget and revenue goals.

Qualifications:

- A minimum of 5 years professional, non-profit fundraising experience.
- Proven experience in designing and managing capital and endowment campaigns.
- Knowledge of fundraising database and other office software.
- Experience with developing and maintaining productive working relationships with board members, donors, and members.
- Adept at creating and implementing strategic fundraising plans.
- Excellent verbal and written communication skills.
- Ability to work as a leader and as part of a team.