

Fort Wayne Museum of Art Job Description



Job Title: Vice President and Chief Development Officer (CDO)

Department: Administration/Development

Reports To: CEO

Status: Full time, 40 hrs/week, exempt. All full-time employees are offered employer-sponsored individual health insurance, long-term disability insurance coverage, life insurance, 403 (b) contribution matching, and retirement referral services. Details about insurance options will be provided in the interview process. Health and life insurance benefits begin after thirty (30) days of employment and disability benefits begin after six (6) months of employment. Retirement plan matching begins after 1 year of employment.

Job Summary:

- The Chief Development Officer is a critical member of the Museum's senior management team and leads the organization toward meeting its annual contributed income goal of at least \$1,000,000 while growing and diversifying its funding base. The CDO's primary task will be to identify, cultivate, solicit, and manage those prospects who have the capacity and desire to give to FWMoA.

Essential Duties and Responsibilities:

- Serve as a member of the Executive management team. Provide input into short and long term strategic and operational planning and positioning within the organization. Assist leadership identify and address organizational development issues that challenge fund development.
- Foster a culture of philanthropy. Design, implement and manage FWMoA's fund development program in accordance with policies and priorities as determined by the CEO, Board of Directors and the strategic plan. Define performance measures for fund development and monitor results. Monitor and present regular campaign progress reports to the CEO/COO and Board and mobilize resources to advance campaign activities.
- Provide general oversight of all the organization's fund development activities; manage the day-to-day operations and staff of the development department; monitor the adequacy of fundraising strategies and tactics. Meet or exceed annual revenue goals in Membership, Sponsorships, Earned Event Income, the Annual Fund, the Gala, Planned Gifts and other campaigns, totaling \$1,000,000 in contributed income.
- Ensure FWMoA's compliance with the Donor Bill of Rights; maintain accountability standards to donors; ensure compliance with principles and standards of professional conduct for fund development and fundraising events.
- Oversee the design, maintenance, and confidentiality of donor and prospect records, gift management systems and reports, alongside the Membership and Development Coordinator. Maintain accurate records of calls, follow-up and results.
- Spearhead a full spectrum of fundraising implementation tools (i.e. personal solicitation, direct mail, online, social media) focused on increasing all sources of program and campaign support from individuals and corporations and if required, private foundations. Maintain and strengthen relationships with current donors to increase gift size, frequency and retention.
- Create and manage all aspects of major gifts donor program including identification and solicitation of local, regional and national high net-worth prospects.

- Represent the Museum before professional museum organizations, funding agencies, businesses, service clubs, and the general public.
- Work cooperatively with other museum departments to achieve event success and align with museum policies and goals in general
- Perform other duties as assigned by the COO and/or the President & CEO, and embrace other leadership opportunities and new strategies, as needed.

Institutional Leadership and Interaction:

- Keep privileged information confidential and represent the Museum in professional circles and before the public in a way which shall at all times enhance the credibility of the Museum.
- Work cooperatively and productively to fulfill the Museum's goal and objectives.
- Manage and attend, at a minimum, the following Museum functions annually:
 - ArtRageous Gala, first Friday in March
 - 1 July weekend (Friday evening through Sunday afternoon) for Chalk Walk
 - 1 weekend day in the Fall (Saturday or Sunday) for Day of the Dead
 - 6-10 additional evenings for special donor receptions

Professional Development:

- Attend professional meetings, workshops, and conferences as appropriate and feasible.
- Make and maintain contacts with professional colleagues.

Position Requirements:

- Bachelor's Degree in Business, Fundraising, Communications, or related field.
- Motivated and personally driven to achieve fundraising results.
- Excellent verbal and written communication skills and strong organizational skills.
- At least 5 years in a leadership role and at least 5 years fundraising experience.
- Must be comfortable and confident speaking to various sizes of groups of people.
- Exhibit and understand the importance of engaging, friendly, and professional people skills.
- Computer knowledge of Microsoft Office Suite and Customer Relationship Management (CRM) software
- Effective problem solving, multi-tasking, and project deadline management.