



**TUCSON MUSEUM OF ART AND HISTORIC BLOCK
DIRECTOR OF DEVELOPMENT
JOB DESCRIPTION
EOE**

POSITION: Director of Development

STATUS: Regular Full-time Salaried, Exempt (Hours may vary to include special events and activities in the evenings and on weekends.)

SALARY: \$70,000 - \$85,000 (yearly salary) plus Benefits

REPORTS TO: Chief Executive Officer

DIRECT REPORTS: Membership/Development Associate and the Grants Manager/Development Associate

JOB DESCRIPTIONS AND DISTINGUISHING CHARACTERISTICS:

The Tucson Museum of Art and Historic Block's (TMA) Director of Development serves as a department head and member of the Museum's leadership team. This position's primary responsibility is meeting or exceeding the museum's fundraising and membership goals. Additional responsibilities include the planning and implementation of a multi-pronged development program, cultivation and solicitation of major funders, execution of the annual fund campaign, management of the museum's Leadership Circle membership group, organization and execution of the annual TMA Gala, and oversight of grant submissions and reporting. The Director of Development position is a public-facing role which includes direct interactions with funders, trustees, and community members.

EXAMPLES OF WORK PERFORMED

- Provide innovative, visionary, and strategic operational planning and leadership for all Museum development functions.
- Align development department activities by creating an ambitious, comprehensive, written annual development plan and calendar with clearly defined goals, objectives, timelines, and assignment of responsibilities.
- Be an effective partner with the TMA's Board of Trustees and Development Committee regarding development goals, including compiling and sending regular reports on development progress, challenges in meeting goals, data analyses, and projections.
- Oversee, and implement all Museum fundraising events and meet with prospective funders, individuals and corporations, to secure event support.
- In coordination with CEO, plan, organize, and execute fundraising campaigns including development of collateral materials and marketing strategy.
- Identify new strategic funding opportunities.
- Identify, cultivate, and successfully solicit major gifts (\$2,500 +) from a diverse group of individuals, corporations, and foundations. Ensure high-quality and appropriate stewardship of donors at all gift levels.
- Represent the Museum in all major TMA fundraising initiatives.



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- Motivate, supervise, evaluate, and mentor development staff by sustaining a supportive, collaborative, productive, and healthy work environment based on respect, teamwork, and clear expectations and responsibilities.
- In collaboration with the Grants Manager/Development Associate position, ensure grant research, query letters, timely submissions, final reports, and appropriate acknowledgements are achieved.
- In collaboration with the Membership/Development Associate position, develop effective strategies for recruitment of new members, retain existing members, and ensure membership revenue goals are met.
- Adhere to all Museum policies and procedures.
- Perform other duties as assigned.

MINIMUM REQUIREMENTS – KNOWLEDGE & SKILLS

- Bachelor's degree, preferably in arts/non-profit administration, business, or related field, or equivalent experience.
- Minimum of five years of experience fundraising for a non-profit organization or relevant experience in a foundation or for-profit environment.
- Record of developing individualized strategies for cultivating, stewarding, and soliciting major donors resulting in significant gifts.
- Knowledge of Altru (Blackbaud) or other CRM software; Microsoft Office, including adept use of email and the Internet; Mailing list preparation.
- Ability to work effectively with multiple Museum supporters, visitors, members, volunteers, and staff.
- A firm dedication to team and consensus management.
- Excellent communication skills and ability to effectively manage multiple projects simultaneously.
- Experience working in an arts and culture organization and/or interest in the arts is a plus.

Application Materials:

- Cover letter outlining your interest in the position and commitment to TMA's IDEA principles.
- Resume or curriculum vitae
- Contact details for three professional references.

To Apply: Send Resume, Cover Letter, and References to
jobs@tucsonmuseumofart.org

No Phone Calls Please. The position will be open until filled.



ABOUT THE TUCSON MUSEUM OF ART

At the Tucson Museum of Art, we actively seek to employ a diverse group of people who embody, promote, and uphold our organizational values and Inclusion, Diversity, Equity and Access (IDEA) Plan. We welcome and encourage individuals of all backgrounds to apply. The IDEA Plan's principles of relevancy, community, respect and multivocality are at the heart of the museum's collection, exhibitions, programs, Board of Trustees, staff and volunteer groups.

Located in downtown Tucson, the Tucson Museum of Art and Historic Block connects art to life through meaningful and engaging experiences that inspire discovery, spark creativity, and promote cultural understanding. A core value of the museum's Strategic Plan is to ensure a culture of inclusion, diversity, equity and access.

As a responsive, community-centered museum, we strive to represent, activate, and advocate for all Southern Arizona communities.