



**TUCSON MUSEUM OF ART AND HISTORIC BLOCK  
CHIEF ADVANCEMENT OFFICER  
JOB DESCRIPTION  
EOE**

**POSITION:** Chief Advancement Officer

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

**SALARY:** \$75,000 - \$90,000 (annual salary), plus benefits

**REPORTS TO:** Chief Executive Officer

**DIRECT REPORTS:** Membership and Development Manager; Grants and Development Manager; Events Manager

**JOB DESCRIPTIONS AND DISTINGUISHING CHARACTERISTICS:**

The Tucson Museum of Art & Historic Block's Chief Advancement Officer is a key member of the TMA's executive leadership team and head of the development and membership departments. This position's primary focus is to meet or exceed fundraising and membership goals, while advancing a comprehensive philanthropy program. Core responsibilities include cultivating and soliciting major donors, directing the annual fund campaign, oversight of grant submissions and reporting, oversight of events, managing the Leadership Circle membership group, growing the TMA's Legacy Society planned giving initiative, and planning TMA's signature fundraising event, the TMA Gala. As a highly visible, public-facing role, the Chief Advancement Officer represents the TMA in direct engagement with funders, trustees, and community partners, strengthening TMA's impact and ensuring its long-term sustainability.

**KEY RESPONSIBILITIES**

- Provide innovative, visionary, and strategic leadership for all development functions, ensuring alignment with TMA's mission and institutional priorities.
- In concert with CEO and executive leadership team, shape strategies that align development initiatives with organizational goals to advance a culture of convergent practice across all departments.
- Work closely with CFO to design and execute strategies that maximize contributed and earned revenue.
- Develop and implement a comprehensive, written development plan and calendar that establishes clear goals, objectives, timelines, and responsibilities to guide departmental activity.
- Partner effectively with the Board of Trustees and Development Committee by reporting regularly on fundraising progress, challenges, data analysis, and projections.
- Oversee the Events Manager, ensuring successful execution of all fundraising events, donor cultivation programs, and facility rentals, engage prospective individual and corporate sponsors to secure event support.



- In collaboration with the CEO, design, organize, and implement fundraising campaigns, including the creation of collateral materials and marketing strategies.
- Identify and pursue new strategic funding opportunities that strengthen the TMA's long-term sustainability.
- Cultivate, solicit, and secure a 5% increase in major gifts (\$5,000+) from individuals, corporations, and foundations while ensuring exceptional stewardship for donors at all levels each FY.
- Serve as a visible ambassador and advocate for the TMA in all major fundraising initiatives.
- Serve as liaison for affinity groups such as the Board of Trustees Development Committee, The League, and others as needed and assigned.
- Serve as Point of Contact for Board, GALA Committee. Oversee all elements of the TMA Gala and staff involvement.
- Motivate, mentor, and evaluate development staff, fostering a supportive, collaborative, and high-performing work culture grounded in respect, teamwork, and accountability.
- Partner with the Grants and Development Manager to ensure effective grant research, proposals, timely submissions, reports, and acknowledgments.
- Collaborate with the Membership and Development Manager to develop and implement strategies that drive member recruitment, retention, and revenue growth.
- Partner with the Events Manager to ensure excellence in customer service while developing new rental opportunities and innovative fundraising events.
- Adhere to all Museum policies and procedures.
- Perform additional duties as assigned.

#### **MINIMUM REQUIREMENTS – KNOWLEDGE & SKILLS**

- Bachelor's degree in arts/non-profit administration, business, or a related field; or an equivalent combination of education and professional experience.
- At least eight (8) years of progressive experience in fundraising for a nonprofit organization, or relevant experience in higher education, foundations, or the corporate sector.
- Demonstrated success in developing and implementing individualized cultivation, stewardship, and solicitation strategies that result in significant major gifts.
- Proven experience in event management, including oversight of large-scale fundraising events, cultivation programs, and facility rentals, with a focus on innovation and donor engagement.
- Proficiency with Altru (Blackbaud) or comparable CRM software, Microsoft Office Suite, and digital tools for donor management, communications, and mailing list preparation.
- Exceptional communication and interpersonal skills, with the ability to engage effectively with diverse stakeholders including trustees, donors, members, visitors, volunteers, and staff.



- A collaborative and team-oriented leadership style, with a demonstrated commitment to consensus building, staff development, and cross-departmental partnership.
- Strong organizational skills and the ability to manage multiple complex projects simultaneously while maintaining attention to detail.
- Experience working in an arts and cultural organization—or a deep personal interest in the arts and their role in community life—is strongly preferred.

**Application Materials:**

- Cover letter outlining your interest in the position
- Resume or curriculum vitae

**To Apply, send application materials to: [jobs@tucsonmuseumofart.org](mailto:jobs@tucsonmuseumofart.org)**

**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.