



Greenville Museum of Art (GMA) Job Description

Director of Development

Based in Greenville, North Carolina, the Greenville Museum of Art (GMA) is hiring a new Director of Development to take the helm of the organization's development efforts and ensure the GMA has the financial capacity to meet its core mission and evolving goals.

Generally:

Reporting directly to the Executive Director, the Director of Development is responsible for planning, developing, organizing, and directing all Greenville Museum of Art (GMA) fundraising. This responsibility includes major gifts programs, annual fund, planned giving, special events, and capital campaigns (depending on size and scope of said capital campaign). Above all, the Director of Development is charged with developing and executing a financial plan that ensures the GMA continues to meet its core mission and evolving goals. The Director of Development is a leading role, working closely with the Board, Executive Director, and other staff to develop and articulate the strategic direction of the Museum, and to implement the resulting strategies and initiatives.

Supervision:

Serving at the pleasure of the Board of Trustees, the Director of Development is under the supervision and direction of the Greenville Museum of Art's (GMA's) Executive Director. The Executive Director supervises all full-time and part-time staff.

Description of Responsibilities/Essential Functions:

The following list is illustrative and is not intended to describe every function that may be performed to this job. The omission of specific statements does not preclude the Board of Trustees and/or Executive Director from assigning specific duties not listed, if such duties are a logical assignment to the position.

1. Annual Operational Fundraising for the Greenville Museum of Art (GMA)

- Oversee accounting of all annual fundraising activities, reporting regularly to Executive Director.
- Working with metrics determined by the Executive Director, expand the overall number of contributors to GMA annually.
- Design and implement a dynamic schedule of fundraising events that meets the needs of a diverse community, supports the annual budget, and strives to grow at a percentage determined the beginning of the year by the Board of Trustees and the Executive Director.
- Generate sponsorships to support 100% of the exhibition calendar created by the Exhibitions Committee and adopted by Board of Trustees.
- Oversee all gift receipts and acknowledgements that go toward supporting the annual budget.

2. Long-term Fundraising for the GMA

- Oversee accounting of all long-term fundraising activities, reporting regularly to Executive Director to ensure long-term solvency.
- Working with metrics determined by the Executive Director prior to the beginning of every fiscal year, develop the planned giving program by growing the number of givers yearly.
- Working with Executive Director, secure grants to support all of GMA's long-term accounts.



2. Long-term Fundraising for the GMA (Continued)

- Work with Executive Director to develop and expand the GMA Endowment, apart of planned giving. The endowment should grow by a percentage determined by the Executive Director prior to the beginning of every fiscal year.
- Oversee gift receipts and acknowledgements that go toward supporting long-term financial health.

3. Membership Growth

- Working with metrics determined by the Executive Director prior to the beginning of every fiscal year, grow the general membership of GMA annually, and increase the overall revenue from membership every year as well.
- Work with Executive Director and other Museum staff to maintain a detailed, dynamic, and user-friendly membership database for ongoing GMA use.

4. Volunteer Recruitment

- Expand pool of reliable Museum volunteers every year.
- Working with other staff, ensure all volunteers are effectively integrated into GMA plans and procedures through training.

Qualifications:

- Graduation from an accredited college or university. Attainment of an applicable advanced degree (Public Administration, Finance, etc.) or other commensurate degree is ideal, but not required.
- A minimum of three years progressive, professional experience in a relevant field/profession, including at least two years with some degree of supervisory responsibility.
- Excellent communications, including writing, and interpersonal skills.
- Strong organizational skills, with the ability to prioritize and handle multiple projects at once.
- Strong ethics, with the aptitude to manage confidential data responsibly.
- Familiarity with any and all computer software related to development.
- Strong understanding of multiple social media platforms used to disseminate information.

Compensation:

Salary is commensurate with experience.

To Apply:

Interested candidates should electronically submit a cover letter, updated resume, and three professional references to ExecutiveDirector@gmoa.org by 4:00 PM on September 22, 2017. It is the goal of the Search Committee to make a hiring recommendation to the full Board of Trustees by October 18, 2017, with the approved candidate able to assume the Director of Development position shortly thereafter.

The Greenville Museum of Art (GMA) is an Equal Opportunity Employer.