



Position: Director, Leadership Giving for the Museum of Indian Arts and Culture and the Office of Archaeological Studies

Classification: Full-time; Exempt

Reports to: President/CEO

Posted November 13, 2020

General Summary

The Director is responsible for all development activities for the Museum of Indian Arts and Culture (MIAC) and the Office of Archaeological Studies (OAS). As a critical member of the Development team, the director leads the Trustee and Major Giving programs and provides support to the Museum of Indian Arts and Culture.

Essential Functions & Responsibilities

- Create and implement an annual fundraising and personalized engagement plans as part of the overall Fund Development Plan that includes specific metrics for contributed income and donor participation for major trustee and major giving individuals and family foundations
- Work with directors, curators, trustees and volunteers to identify, cultivate and steward major gift donors, tracks donor contacts gift solicitations, assignments and funding progress
- Provide vision, leadership and guidance regarding Trustee and Major giving opportunities to division directors at one-on-one meetings
- Tracks gift solicitations, assignments and funding progress for the advancement committee
- Develop and manage committees related to division's needs, including but not limited to, advancement, events, and campaigns
- Manage a personal portfolio with prospects and donors and creates personalized engagement and giving plans for current and prospective donors
- Work to nurture long-term relationships with the foundation and divisions by creating effective stewardship programs for Trustee and Major gift donors, including cultivation and stewardship of events
- Develop and manage online and in-person tours, events and meetings related to campaigns and major gift fundraising
- Design and develop donor acknowledgement and recognition programs and services
- Assists in the research, writing and submission of foundation grants for various projects including special division projects, as needed
- Create and maintain collateral materials specific to the giving programs and works jointly with the Membership Director to ensure that the foundation's mission and core qualities are communicated consistently and that the Foundation meets high professional standards for donor communications
- Ensure the Development Office's data and information needs are met including utilization of moves management, setting priorities for donor research programs



- Manage portfolio in CRM, ensuring accurate and consistent data entry: including building, generating, updating and running reports and lists for divisions, committees, mailings, special groups, solicitations
- Liaison for the division's Friend's group
- Adhere to expense budget to ensure cost effective expenditures
- Support legislative advocacy efforts for the division including corresponding with state legislators, schedules meetings, proposal writing, and preparation of capital outlay requests
- Advocate for philanthropy and stays abreast of gift planning and current tax laws and provides training to staff, trustees, and division directors on planned gift vehicles and solicitation strategies
- Supervise the Development Associate and leads collaboratively with an emphasis on accountability, performance, teamwork and personal and professional growth
- Perform other duties as assigned

Required Qualifications

- Bachelor's degree with 5 to 7 years' experience, or some equivalent combination of experience and education
- Must have proven leadership, interpersonal, and communication skills
- Strong organizational, fund-raising, budgeting and strategic planning abilities
- A detail-oriented approach with excellent verbal and written communications skills and the ability to speak in public
- Excellent computer skills, including proficiency in Outlook, Word, Excel, and PowerPoint and digital marketing skills

Needed Attributes

- A collegial and collaborative leadership style
- Ability to maintain a high level of professionalism at all times, maintaining donor and member confidentiality
- Able to communicate effectively with donors, members, and volunteers
- The ability to work independently and as part of a team
- Has the resources necessary to stay abreast of current trends, demographic changes and industry best practice
- The ability to be an informed and articulate spokesperson for the Foundation and the divisions and be a passionate advocate for philanthropy

Salary & Benefits

- Salary commensurate with skills and experience, in the general range of \$60,000/year



- Medical and dental insurance options (80% of premiums covered by employer)
- Life and long-term disability insurance
- Generous paid time off
- 401(a) and 403(b) retirement options
- Complimentary Museum of New Mexico Sponsor-level membership
Includes membership for two adults, and up to four children under age 18, along with membership in the North American Reciprocal Museum (NARM) Association.

To Apply

Please e-mail PDFs of your resume and cover letter to apply@museumfoundation.org, including “DLG MIAC” in the subject line of your e-mail. *No phone calls please.*

The Museum of New Mexico Foundation is an equal opportunity employer.