



Job Posting: Vice President of Development

Status: Full-time; Exempt

Salary: \$115,000 - 125,000 per year

Join us in shaping the future of the Museum of New Mexico system.

The Vice President for Development will serve as a key senior leader for the Museum of New Mexico Foundation providing leadership, oversight and strategic direction for major and planned giving. In this role, the Vice President will be responsible for a fundraising program, guiding strategy and execution across development functions and in partnership with division leadership in the State of New Mexico Department of Cultural Affairs.

The Vice President will partner closely with the President and CEO and will serve as a member of the Executive Leadership Team and will contribute to organizational-level strategy, priorities and key decisions, working collaboratively across departments to align goals, coordinate efforts and drive results.

The Museum of New Mexico Foundation supports the Museum of New Mexico system, in collaboration with the Museum of New Mexico Board of Regents and the New Mexico Department of Cultural Affairs. The Foundation's principal activities are fund development for exhibitions and education programs, retail and licensing programs, financial management, advocacy and special initiatives.

What you'll do

- Provide strategic leadership for the major and planned giving enterprise, setting direction and standards while monitoring progress toward institutional fundraising priorities and goals
- Directly supervise four Directors of Leadership Giving and a Development Associate
- Coach and align fundraising across a distributed, shared-reporting structure, building organizational capacity and fostering a high-performance culture
- Partner across development, membership and operational functions to advance integrated practices that strengthen donor strategy, systems and outcomes
- Serve as a trusted advisor in complex donor situations and policy matters
- Lead budgeting and capacity planning for the development enterprise
- Carry a portfolio of major and planned giving prospects that may represent multiple institutions

What you'll bring

- Demonstrated commitment to building a diverse, welcoming and inclusive environment and leading with transparency, collaboration and continuous improvement
- Exceptional interpersonal, verbal, presentation, and written communication skills with the ability to work independently and collaboratively
- Proven team leadership experience with success in complex, highly matrixed structures and the ability to manage human, fiscal and information resources strategically
- Broad knowledge of development including principal giving, major gifts, annual philanthropy, planned giving, corporate and foundation relations, stewardship, prospect development and donor database systems

- Experience in large, complex public institutions and in an integrated development structure
- Demonstrated success partnering across a wide range of institutions with differing priorities and contexts

What you can expect

- This position requires a regular in-office presence to support effective collaboration and engagement
- Ability to work evening and weekend hours, as necessary, on short or limited notice
- Frequent local and occasional out-of-town travel expected

Required qualifications

- A Bachelor's degree with a minimum of five years of progressively responsible experience in development and development administration with deep experience working in a comprehensive program in an environment that provides support to multiple institutions
- Proven strong leadership, interpersonal, and communication skills
- Excellent attention to detail
- Excellent verbal and written communications skills
- Proven ability to speak in public
- Excellent computer skills, including proficiency in Outlook, Word, Excel, and PowerPoint
- Strong digital marketing skills

Why you should join us

Benefits. 14 paid holidays per year, paid birthday leave, and 20 days of PTO per year for the first two years of employment. We offer 403(b) and 401(k) plans, and health, dental, and vision plans. We also provide AD&D insurance and \$50,000 of life insurance at no cost to you.

Museum membership. Our staff receive a complimentary sponsorship level Foundation membership, granting you free unlimited admission to four state museums in Santa Fe as well as seven of the eight historic sites statewide. You will receive invitations to exhibition previews and members-only events, subscriptions to *El Palacio* and *Member News* magazines, and a 25% discount at all MNMF shops.

Mission-driven work. Our role and impact in supporting one of the country's largest state-run museum systems remains vital to the advancement of the art, history and culture of New Mexico and the world. Support the mission of the New Mexico History Museum to tell New Mexico's oldest stories, collect some of its oldest objects, and to preserve other cultural resources that represent the state's centuries-long narrative.

How to apply

Please e-mail PDFs of your resume and cover letter to apply@museumfoundation.org, including "VP Development" in the subject line of your e-mail. No phone calls please.

The Museum of New Mexico Foundation is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, pregnancy, disability, age, veteran status, or other characteristics.