

Position: Director of Development**Position summary:**

The Director of Development will be responsible for developing and implementing the development strategy for the Museum. Reporting to the Executive Director, the Director of Development will be responsible for achieving the fundraising and membership goals, and engaging sponsors in ongoing service activities.

Duties and responsibilities:

Create and implement development plan and strategy to raise an annual budget of around \$2 million;

- Train and lead the PMCA Board and staff to support fundraising and marketing efforts;
 - Develop and manage Board fundraising capacity;
 - Oversee Museum membership; supervise membership staff;
 - Collaborate with the curatorial and marketing staff for fundraising efforts;
 - Manage annual fundraising events;
- Cultivate, identify and nurture relationships with current and potential corporate & foundation sponsors and individual donors;
- Write grant proposals and reports to corporate, foundation, and government funders;
- Develop and manage individual donor base; manage annual giving campaign; cultivate major gifts;
- Maintain accurate accounting of all restricted and unrestricted funding; responsible for financial reporting to funders;

Preferred qualifications:

10 years of development experience with a nonprofit; demonstrated success in achieving revenue targets of over \$2M annually; resourceful in different types of funding opportunities; experience working with foundations and senior corporate executives; strong verbal communications skills and demonstrated ability to write clearly and persuasively; strong partnership-building and event planning skills; outstanding people skill; minimum of Bachelor's degree and experience with museums a plus.

Application Procedure:

To be considered for candidacy for this position, submit cover letter and resume by email to Emma Jacobson-Sive at emma.jacobson@pmcaonline.org. **No phone calls please.**