



TUCSON MUSEUM *of* ART AND HISTORIC BLOCK

TUCSON MUSEUM OF ART AND HISTORIC BLOCK DIRECTOR OF MARKETING AND COMMUNICATIONS JOB DESCRIPTION EOE

POSITION: Chief Development Officer

WORK SCHEDULE: Full Time Salaried. Hours may vary to include special events and activities in the evenings and on weekends related to this position.

STATUS: Regular Full-time, Exempt

REPORTS TO: Chief Executive Officer

Job Description and Distinguishing Characteristics

The Chief Development Officer is a department head and part of the Museum's Executive Team. This is specialized major non-profit fund raising work with the primary responsibility of meeting or exceeding the fund raising goals of the Tucson Museum of Art and Historic Block. Work involves considerable contact with museum patrons, donor prospects, civic and community leaders, arts/museum-related granting agencies, and private sector corporate/foundation representatives. Primary responsibilities include creation and implementation of a comprehensive development program for the Museum; execution of the Annual Fund Campaign; general operating and special project solicitation from local, regional, and national sources; cultivation of corporate, foundation, and individual donors; data entry and retrieval; statistical research, analysis and reporting; and development of case statement and collateral fund raising materials. The position requires a team orientation, working with staff from various departments and volunteers from the Museum's support organizations to coordinate fundraising events and initiatives. The Chief Development Officer has considerable public and trustee contact, and helps to represent the Museum to the community.

Typical Examples of Work Performed

- Work with the Chief Executive Officer, Board of Trustees, and staff to create and implement a long-range development plan that addresses the multiple funding needs of the organization.
- Plan, organize, and execute the fund campaigns including development of collateral materials, a marketing strategy, and campaign leadership initiatives.
- Identify new strategic funding opportunities.
- Identify and cultivate planned gifts.
- Implement donor recognition plan.
- Monitor and evaluate results on an on-going basis.
- Represent the Museum in all major TMA fund raising initiatives, and cultivate/sustain community interest in giving.
- Oversee Membership Department. The Membership and Special Events Manager and Support Services Manager, both full time positions, report to the CDO.
- Oversee Grants Manager, who is responsible for writing proposals, query letters, grant reports, acknowledgements, and other fund raising materials for institutional prospects. This is a full time position reporting to the CDO.



- Oversee Director of Marketing and Communications, who is responsible for the development, design, creation, and dissemination of all collateral material: implementation of a vital marketing program including online; and creation of a high-profile image with all media (press, radio, television, magazines, etc.). This is a full time position reporting to the CDO.
- OTHER DUTIES AS REQUIRED.

Minimum Requirements/Knowledge/Skills

- Bachelor's degree, preferably in arts/non-profit administration, business, marketing or related field, or equivalent experience.
- Minimum of four years' experience fundraising for a non-profit organization or similar event planning experience in for-profit environment.
- Knowledge of: Raisers' Edge or other CRM software; Microsoft Office, including adept use of email and the Internet; Mailing list preparation.
- Content coordination for presentations and collateral
- Tracking and reconciling revenue, and facilitation of donor acknowledgement procedures.
- Strong leadership, interpersonal, planning, organization, written and oral communication skills.
- Exercise a high level of problem solving and conflict resolution skills, diplomacy.
- Supervise, motivate and evaluate staff and volunteers in a high volume, fast-paced environment.
- Organize and accomplish multiple projects concurrently.
- Work effectively with multiple Museum supporters, visitors, members, volunteers and staff.
- A firm commitment to team and consensus management.
- Excellent communication skills and ability to effectively manage multiple projects simultaneously.

Equal Opportunity Employer—the Tucson Museum of Art requires a pre-employment background screening.

For more information contact jobs@tucsonmuseumofart.org