



Director of Development

Objective: The Director of Development plays an integral role in the Museum's fundraising efforts, working closely with the Museum Director, Chief Advancement Officer, and Board of Trustees to secure contributed revenue from a variety of sources to advance the organization's mission.

Reports to: Chief Advancement Officer

Position Duties & Responsibilities:

- Manages a portfolio of 80-100 top donors and prospects to secure underwriting for Museum programs.
- Achieves annual fundraising goal of \$1M.
- Oversees membership campaign as managed by the Membership Manager.
- Cultivates and secures new prospects for the Museum.
- Achieves metrics for fundraising schedule as set by Chief Advancement Officer.
- Coordinates Old Bill's Fun Run and year-end appeal fundraising campaigns.
- Manages annual Wyo Gives campaign, and other campaigns as needed.

Donor relations:

- Builds strong relationships with board members, donors, and prospects.
- Maintains and builds a portfolio of high-level donors.
- Mobilizes board members and staff members to be successful relationship builders, fundraisers, and Museum ambassadors.
- Ensures that appropriate stewardship plans and systems are in place.
- Solicits and secures major donations for both annual giving and restricted gifts.

Supervisory Duties: Membership Manager

Commitment to the Mission, Vision, and Values of the National Museum of Wildlife Art (NMWA):

Mission:

Impart knowledge and generate wonder through art and education.

Vision:

Inspire connections with wildlife and nature.

Values:

Integrity, Excellence, Collaboration, Transparency, Accountability, Financial Responsibility

**Qualifications:**

- A bachelor's degree required; advanced degree desirable.
- Minimum of five years proven success in meeting fundraising goals, with the ability to attract, influence, engage, and build long-term relationships with donors and key constituents. Experience in museums and/or art institutions is a plus.
- Flexible and adaptable work style with the ability to work some nights and weekends, manage competing demands, and work independently as well as part of a team.
- Proficiency with Microsoft products including Word, Excel, and PowerPoint applications, as well as Google Workspace equivalents.
- Management experience and leadership skills.
- Familiarity with customer relationship management (CRM) platforms or other databases; Raiser's Edge or fundraising platforms preferred.

Benefits:

This is a salaried, exempt position with a compensation range beginning at \$95,000+. Full-time employees receive benefits including:

- Housing and Transportation Stipend
- Medical, Dental, and Vision Coverage
- Life Insurance
- 403(b) Retirement Plan Contribution
- 20 PTO Days
- 11 Paid Holidays
- Hybrid Remote Work Schedule

Physical Requirements:

- Ability to work in a seated environment for up to 8 hours a day
- Ability to work on a computer for up to 8 hours a day
- Ability to use the phone for extended period of times
- Ability to stand, sit, reach, and kneel at various time during the working day
- Ability to lift up to 15 lbs
- Ability to operate a car