



# Position Announcement

Director of Development

North Carolina Museum of Art

Raleigh, North Carolina

November 2018



## North Carolina Museum of Art

[ncartmuseum.org](http://ncartmuseum.org)

### Position Description: Director of Development

**Applications will be accepted until January 4, 2019 or until position is filled.**

The world-renowned North Carolina Museum of Art (NCMA) seeks a new Director of Development at an exciting time of transition and opportunity as [Valerie Hillings](#), Ph.D., the new Director of the Museum and CEO of the NCMA Foundation, begins her tenure. The Museum's next fundraising leader will bring the vision, drive and creativity to reach ambitious fundraising goals with an eye toward growing high-end stewardship, membership, principal and major gifts, campaigns and opening new revenue markets. The Director of Development will be a passionate and knowledgeable advocate for the arts, an inspiring and effective leader and manager, an articulate and persuasive communicator and a relationship-builder of the highest integrity. This is a unique opportunity to serve on the Museum Director's leadership team, to work with a cadre of talented colleagues and Museum and Foundation leaders, and to position a strong development program for significant growth in the future.

### Position Highlights

#### Reports to: Valerie Hillings, Ph.D., Director and CEO

The next Director of Development and the development team will create an environment where the Museum Director can be most successful working with the NCMA's top donors and prospects. The Director will need a strong leader who can articulate both the challenges and the possibilities of funding opportunities and will be her partner in working with the Board of Trustees and the Board of the Foundation in reaching development goals. The Foundation is a separate nonprofit created to support and implement the Museum's development program.

The Museum's Director of Development will need to be a highly skilled and effective fundraiser and manager who has a proven track-record of securing six-figure gifts and will carry a significant portfolio of top donors and prospects along with the responsibility for growing and managing a top-tier development operation. This will require a professional who can envision new partnerships and engage new audiences, set and exceed goals and expectations, initiate and grow authentic relationships, motivate and inspire action in others, all while raising more unrestricted support, restricted support for key initiatives and endowed funds that will build a strong foundation for the Museum's growth.

The Director of Development will lead a nine-member team including five direct reports: Senior Development Officer, Senior Membership Officer and Development Business Manager, Senior Corporate Development Officer, Senior Grants Officer and Manager of Donor and Board Relations. (The Director of Development and the other members of the development team are employees of the Foundation.) This is an experienced development team that last year raised nearly \$11.5M. They are looking for a skilled leader who can provide a strategic vision and an integrated development plan with clear goals. The team will welcome an inspiring leader who knows how to mentor and bring out the best in everyone but is not afraid to make changes or difficult decisions.

The next Director of Development must be an effective manager with a history of improving systems and processes. Currently, there is a heavy reliance on the membership model of individual giving and a core demographic of older members and donors. To be successful in the future, the development team will need to refine practices for inspiring existing members and donors to

greater levels of commitment including 5-, 6- and 7+ figure gifts. Attractive new programs, such as evening and weekend events, concert programs and park activities are drawing a more diverse and younger population. Creative and cost-effective processes must be envisioned and implemented to move transactional givers into members and on to long-term involvement as donors. Increasing the Foundation's endowment through major unrestricted and planned gifts must be an integral part of the Director of Development's annual fundraising plan.

This position offers an ambitious, energetic and forward-thinking leader with a passion for the arts the opportunity to partner with the Museum's new Director in taking the NCMA into its next great era of excellence and to continue to grow its reputation as a leader and innovator.

## **Duties and Responsibilities**

### *Leadership*

- Provide innovative, visionary and strategic operational planning and leadership for all Museum development activities.
- Serve as an active and collaborative member of the Director's leadership team.
- Facilitate communication among development team members and between development and other Museum departments.
- In collaboration with the Director, be an effective partner with the NCMA's Board of Trustees and Foundation Board regarding development goals and keep them informed with regular reports on development progress, challenges in meeting goals, data analyses and projections and stories of donor giving.
- Be a passionate, visible and informed advocate for NCMA and serve as one of its key spokespersons, actively seeking opportunities to engage with the broader community and to participate in events that position the Museum for improved fundraising or visibility.

### *Fundraising and Stewardship*

- Identify, cultivate and successfully solicit major gifts from a diverse group of individuals, corporations and foundations. Ensure high-quality and appropriate stewardship of donors at all gift levels.
- Increase membership at all levels and develop effective strategies for inspiring new members, retaining existing members, and creating stimulating benefits and programming.
- Manage a portfolio of top donors and prospects, and assist and support the Director with her portfolio of top donors and prospects. Assign, monitor and evaluate the portfolios of other team members and provide support and guidance when needed.
- Ready the Museum for future campaigns.
- Train, mentor and support Museum colleagues and NCMA Board of Trustees and Foundation Board members in their donor and prospect engagement activities. Seek ways to maximize their personal giving and participation in philanthropic programs.

### *Planning and Management*

- Align development department activities by creating an ambitious, comprehensive, written annual development plan and calendar with clearly defined goals, objectives, timelines and assignment of responsibilities.
- Create, manage and monitor an annual development program budget and track progress through monthly and annual reports.
- Collaborate with the Director of Marketing and Visitor Services to ensure that development and marketing materials are unified and consistent with the Museum brand.
- Motivate, supervise, evaluate and mentor development staff. Create a supportive, collaborative, productive and healthy work environment based on respect, teamwork and

clear expectations and responsibilities. Set performance standards and provide timely, constructive feedback. Support opportunities for professional development.

- Oversee and evaluate all processes and procedures related to prospect identification, donor engagement and stewardship activities, and contributions management.
- Oversee a transition to a new donor technology platform, vetting policies and procedures for entering data, moves management, contact notes and reports.

### **Qualifications**

- A bachelor's degree required; advanced degree desirable.
- At least eight years successfully leading a significant multi-million-dollar development program. Experience in a nonprofit organization, cultural or educational institution, or equivalent preferred, with a working knowledge of all areas within development, including major gifts, annual giving, membership, corporate and foundation giving, planned giving, campaigns and research. Experience with arts-related organizations a plus.
- A proven record of personal achievement exceeding ambitious revenue targets including: securing gifts of six figures or more, securing gifts in a campaign environment, and creating new and/or reinvigorating existing programs.
- Ability to work successfully in a setting that prioritizes membership, development of new audiences, and active donor discovery and engagement.
- Proficiency in setting goals and evaluating and communicating success.
- Experience raising funds throughout a large geographic region and/or nationwide. Specific knowledge of North Carolina's philanthropic landscape is a plus.
- Ability to understand, extract and analyze data for effective prospect strategy and programmatic reporting and tracking.
- Strong skills with CRM or prospect databases, MS Office suite, project management software, and similar apps and programs.
- Exceptional planning and organizational skills. Results and detail-oriented with the ability to set and meet deadlines. Able to construct, articulate, implement and evaluate written development plans and budgets.
- Successful, collaborative supervisor who encourages new ideas and creativity. Able to build a strong team and a creative, healthy work environment, yet willing to make tough decisions when necessary.
- Excellent written and oral communication skills; attentive listener; and engaging storyteller able to plan and execute strategic communications to advance philanthropic initiatives and achieve goals.
- Ability to engage diplomatically with and engender the trust of donors, colleagues, board members and other stakeholders at all times.
- Able to attract, influence, engage and build long-term relationships with all types of donors and key stakeholders.
- Energetic and skilled networker who enjoys community engagement, attending events and participating in activities to position the Museum for success.
- Commitment to diversity and a history of working effectively with all people irrespective of their economic status, ethnicity, gender, educational level or sexual orientation.
- Flexible and adaptable work style with the ability to work nights and weekends, manage competing demands and work independently.
- In-state and out-of-state travel is required.
- Confident self-starter.
- Demonstrated commitment to the NCMA's mission and a passion for art.

**Compensation:** Commensurate with experience and abilities and reflective of salary levels in similarly sized cultural institutions and nonprofit organizations.

**To apply:** Submit one document that includes your cover letter (providing your salary requirements and how you learned about the position) and your resume and send via email to:

Ms. Liza Roberts  
Chair, Search Committee  
North Carolina Museum of Art Foundation, Inc.  
[NCMAsearch@mossandross.com](mailto:NCMAsearch@mossandross.com)

**Applications will be accepted until January 4, 2019 or until the position is filled.** The North Carolina Museum of Art Foundation is an Equal Opportunity Employer and values diversity in its workforce.

Writing samples, a short presentation and five references will be required from finalists. Academic, credit and criminal checks will be conducted before a final offer is made.

The consulting firm of moss+ross ([www.mossandross.com](http://www.mossandross.com)) has been retained to assist with the search.

**Diversity Statement:** The North Carolina Museum of Art Foundation, Inc., is committed to creating an equitable, hospitable, appreciative, safe, and inclusive environment—one that embraces the full spectrum of all community members' contributions. The NCMA Foundation makes this commitment because diversity strengthens the workforce in competence and ability; Celebrating diversity appreciates and values individual differences; Diversity serves an increasingly heterogeneous society; Diversity is crucial to our ability to serve all citizens. The NCMA Foundation encourages and supports staff efforts to reach out to people of all races, national origins, abilities, religions, sexual orientations, veteran status, ages, and genders who visit and who live in communities nearby. This outreach is to focus on engaging in partnerships that expand programs and services in a way that is meaningful and of value to all people. The NCMA Foundation is dedicated to offering quality experiences to all visitors through a workforce and volunteer corps that reflects the diversity of North Carolina.

**The North Carolina Museum of Art Foundation, Inc., is an equal opportunity employer.** We strive to create a working environment that includes and respects cultural, racial ethnic, sexual orientation, and gender identity diversity. Women, racial and ethnic minorities, persons with disabilities, persons over 40 years of age, disabled and Vietnam-era veterans, and people of all sexual orientations and gender identities are encouraged to apply. Persons needing accommodation in the application process or this announcement in an alternative format may contact [hrcnmuseum@gmail.com](mailto:hrcnmuseum@gmail.com).

### **About the Museum**

Beginning in 1947 as the country's first state-supported public art collection, the NCMA of 2018 is recognized as an innovative institution at the forefront of cutting-edge museum programming, collections, special exhibitions and facilities including an outdoor performing arts amphitheater. The expansive 164-acre Museum campus includes its renovated 1983 Edward Durrell Stone designed East Building, the acclaimed West Building, a 127,000-square-foot glass-walled structure designed by internationally renowned New York architects Thomas Phifer and Partners that houses the permanent collection, and the Ann and Jim Goodnight Museum Park, one of the largest museum art parks in the country.

The light-filled galleries of the West Building showcase the Museum's permanent collection and are surrounded by landscaped sculpture gardens, reflecting pools, and courtyards. The NCMA's collection spans more than 5,000 years making it one of the premier collections in the Southeast and internationally celebrated with important major holdings in international contemporary art, European painting from the Renaissance to the 19th century, ancient Egypt, Greece and Rome, and American art of the 18th through 20th centuries. Galleries are also devoted to African, ancient

American, and Jewish ceremonial art—one of only two permanent displays of Jewish art in an American art museum. Since 2005 the Museum has added significantly to its collection with a gift of 29 sculptures by Auguste Rodin from the Iris & B. Gerald Cantor Foundation making it the largest repository of Rodin sculpture in the American South; exceptional and transformative gifts of modern and contemporary art from the collections of Josie and Julian Robertson and Jim and Mary Patton and most recently the purchase of *LIGHT OF LIFE*, by Yayoi Kusama.

The Museum's reputation has been magnified by the range and quality of its ticketed, special exhibitions presented in the East Building such as last summer's blockbuster *You Are Here: Light, Color, and Sound Experiences*, and others including *Monet in Normandy*, *Rembrandt in America*, *Ansel Adams: Masterworks*, *Rolling Sculpture: Art Deco Cars from the 1930s and '40s* and *The Worlds of M.C. Escher: Nature, Science, and Imagination*. *The Beyond: Georgia O'Keeffe and Contemporary Art* is currently showing.

#### *Museum Highlights:*

**Programming and Visitation:** NCMA annually provides award-winning programming to pre-kindergarteners, teens, and college students including dynamic educational programming. NCMA Learn, the Museum's online professional development program serves 25,000 teachers onsite, online, and across the state. In 2017, more than 71,000 visitors engaged with the arts through thought-provoking programs, symposia, seminars, films, concerts, performances, and social events in the galleries and the Ann and Jim Goodnight Museum Park. Today, the Museum welcomes more than 500,000 visitors a year through all of its activities and programs and currently enjoys the annual support of more than 21,000 members.

**Governance:** NCMA is a division of the North Carolina Department of Natural and Cultural Resources. A 25-member Board of Trustees (primarily state-appointed) guides the Museum's operations and is fiscally responsible for the portion of funding provided through state appropriation. An institution of this scale cannot succeed on state funding alone. The NCMA Foundation, a separate 501(c)(3) governed by a 20-member Board, oversees private fundraising, membership development and earned income support on behalf of the Museum. The Museum employs more than 200 staff and is greatly enhanced by 500 dedicated volunteers.

**Finances:** The NCMA is in a strong financial position. Its operating budget for FY18-19 is \$26,628,832 (\$9,696,539 – State allocation and \$16,932,293 – Foundation). Admission to the Museum's permanent collection and Ann and Jim Goodnight Museum Park is free. There is a charge for some special exhibitions and programs, such as concerts, films, classes, and performances.