POSITION: Director of Development
REPORTS TO: Director
STATUS: Full-time, Exempt

Job Summary
The Director of Development is charged with overseeing MMA’s development strategy and operations and cultivating and maintaining a dynamic portfolio of major donors with the capacity to make philanthropic gifts of $10,000+. They will be a strategic partner with the senior management, curatorial staff, and trustees of the MMA who are actively involved in the Museum's most critical fundraising initiatives.

A list of essential job functions is below. This list is not designed to be a comprehensive itemization of every activity, duty, or responsibility that may be encountered. Activities, duties, and responsibilities may be changed, added, or eliminated at any time with or without notice.

Essential Functions
- Partner with the Director, board, and other senior organizational leaders in providing vision, leadership, analysis, planning and implementation of MMA’s fundraising strategies
- Establish contributed income goals for the fiscal year, create strategic plan to meet budgeted goals, and manage department expense budget
- Partner with the Board Development Chair to activate the development committee and support their fundraising efforts
- Develop goals, strategies, cultivation, solicitation and stewardship plans for donors, funders, and philanthropic partners ensuring that each one receives personalized contact
- Manage the overall fundraising pipeline, including advising on strategy, tracking progress toward goals, and leveraging data to inform decisions
- Secure funds that support an annual budget of $7M+ measured by fundraising efforts that meet a three-factor test:
  1. New Donor, Foundation, Corporate Partners
  2. Multiyear commitments
  3. Scaled investment by current donors
- Cultivate and maintain a dynamic portfolio of individuals with the capacity to make philanthropic gifts of $10,000+
- Hold a minimum of four to five significant interactions (meetings, lunches, gallery visits, substantive conversations, etc.) with donors, foundations, corporations, or prospects each week
• Orient and engage present and new board members on the development strategy
• Oversee the upkeep of our donor and funder management database
• Present clear, cogent reports and analyses to senior management and the Board of Directors
• Actively participate as a key member of the Senior Leadership Team, influencing and driving strategy to accomplish goals
• Provide training, support, and guidance to staff to ensure that best practices are utilized to achieve financial goals
• Supervise the development and visitors’ services teams
• Establish performance measures, monitor results, and evaluate on an ongoing basis the effectiveness of MMA’s development and visitors’ services teams
• Work with team to design and execute a system to track and assess the effectiveness of the cultivation and solicitation efforts associated with this position
• Abide by all Museum policies and procedures, perform required administrative tasks in an accurate and timely manner
• Represent the Museum with the highest level of integrity and enthusiasm, work positively with colleagues and the public.
• Foster a culture of philanthropy among MMA staff, board, and volunteers
• All other duties as assigned

Competency
• Bachelor’s degree; graduate degree preferred
• Minimum of 10 years of experience in fundraising, with experience specifically in cultural institutions
• Significant experience in developing, managing, and deepening relationships with high-potential donors and prospects
• A proven ability to close six- and seven-figure gifts
• Demonstrated abilities as a motivated, self-starter who can also work as part of a team
• Excellent written and verbal communication skills that are effective with a diverse range of audiences
• Prior experience in a database management as well as knowledge of CRM database required; Blackbaud’s Altru experience preferred
• Proficient in Microsoft Office Products & Microsoft Teams
• Ability to maintain a high level of confidentiality
• Familiarity with fundraising/sales databases and moves-management systems
• High attention to detail and accuracy
• Availability to accommodate the varying schedules of donors and prospects
• Experience in working with high-end donors and prospects
• Passion for Art and Museums
• Able to apply good judgment to a variety of situations
• Personable, warm, courteous, and respectful
**Expected Hours of Work**

This is an exempt position that works 40-hours a week. Some weekends and evenings are required to support Museum exhibitions, events, and programs.

**Salary Range**

$100,000 - $110,000

**Physical Demands and Work Environment**

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Some duties may require periods of moving around the facility.
- Work may be performed indoors and outdoors in different weather conditions.

**About the Mississippi Museum of Art**

The Museum is an Equal Opportunity Employer and is committed to creating a diverse environment. The Museum is a private not-for-profit and is not a department or agency of the state or federal government.

The Mississippi Museum of Art is more than an art museum in Jackson, Mississippi. It is a museum of Mississippi – a museum that connects Mississippians to our culture, our history, our communities, and to each other. It is a museum informed by the legacy of our past and emboldened by a vision of a future without division.

We believe it our responsibility to the community to explore and examine every facet of the Mississippi story. The Mississippi Museum of Art is committed to curating a shared space for every Mississippian – a brave space where we can all find wonder, peace, and a voice.

We pride ourselves in being a visitor and community-focused art museum and garden in downtown Jackson, Mississippi. The Museum employs a collaborative staff that works to ensure the exhibitions, programs, operations, and community outreach fulfill the mission, vision, and core values of the institution. We are committed to building a culture of inclusivity that includes continued professional development opportunities at all levels of the Museum.

**Mission**

The Mississippi Museum of Art connects Mississippi to the world, and the power of art to the power of community.

**Vision**

Committed to honesty, equity, and inclusion, the Mississippi Museum of Art is a leader in engaging art, artists, and participants in the critical work of reckoning with the past, connecting with each other in the present, and envisioning a future without division.
Core Values

- **Warm Welcome + Inclusion.** The Museum will model open hospitality for all people and will demonstrate inclusiveness at all levels of its operations and programs.
- **Honesty + Diversity.** Honoring diverse viewpoints, histories, and lived experiences, the Museum will be a place for honest conversations that respect difference in the service of increased understanding and empathy.
- **Local Relevance + National Distinction.** The Museum pursues deep investigations into Mississippi’s cultural history and produces programs of high quality and relevance that attract new national partners seeking to explore the relationship between Mississippi and the world.
- **Artworks + Artists.** Museum programs will honor the primacy of artistic objects as sources of meaning and will include, when possible, meaningful opportunities for participants to have personal experiences with visual artists.
- **Excellence + Equity.** Museum programs, exhibitions, and collections will place artistic value as critical, while simultaneously dismantling traditional hierarchies of genre and style.
- **Trust + Authority.** The Museum values academic scholarship and accuracy; and, at the same time, it trusts the voices of people who have lived experiences that deepen the meaning of its exhibitions.

Employee Values

A successful member of the Museum’s team will be mission-driven, welcoming, inclusive, respectful, empathetic, ambitious, will bring a level of excellence to their work, have a high respect for artists and artistic integrity, and will collaborate within their department and with other departments.

To apply for an opportunity to be a part of our dynamic team, please send your cover letter, three professional references, and résumé to careers@msmuseumart.org.