

# CAPE ANN Museum

## Director of Development

### **About the Opportunity**

The Cape Ann Museum (CAM) is a leading regional museum, a treasure and force unto itself on Cape Ann, at the epicenter of artistic and marine history in the Northeast. The Museum's nationally significant collections include fine and decorative arts and artifacts relating to Cape Ann's earliest days as a major fishing and shipping port, its mid-19th century role in the granite industry, and the numerous artists who were attracted to its singular charms of light and sea, including such well known painters and sculptors as Fitz Henry Lane, Winslow Homer, Cecilia Beaux, John Sloan, Edward Hopper, Milton Avery, Anna Hyatt Huntington and Walker Hancock.

In April 2019, CAM welcomed a new Director, Oliver Barker, who came to the Museum from Boston's Museum of Fine Arts. Oliver, with the full support of the Board of Trustees, is galvanizing the Museum in new and exciting ways leading up to the museum's upcoming 150th Anniversary and the City of Gloucester's 400th Anniversary in 2023.

In August 2019, CAM unveiled a Winslow Homer exhibition entitled Homer at the Beach, which was unprecedented in scale including loans from over 50 institutions and individuals from across the United States. This nationally recognized exhibition brought over 24,000 visitors during its four-month run and was part of a transformative year in which the Museum welcomed a record high of almost 40,000 visitors.

Key among CAM's priorities is to elevate philanthropy and external relations as both a critical and integral facet of the Museum's future operations. The silent phase of a capital campaign has been launched and there are promising new donors, as well as a strong existing membership base and education and community programs on which to now build.

### **Job Summary**

Reporting to the Museum Director, the Director of Development's (DOD) will align fundraising and membership strategy with the CAM's vision for its future. The DOD will serve as chief strategist for fundraising and is charged with all activities related to the cultivation, solicitation and stewardship that are integral to increasing the Museum's philanthropic and membership revenues.

The DOD will oversee an initial team of 2 and it is envisaged that this team will grow as the capital campaign and related programming evolves. The DOD will manage all facets of a fully integrated program including major gifts, leadership gifts, annual and planned giving, member events and donor relations, as well as fostering corporate and foundation support. The DOD will have a personal portfolio of top donors and prospects and will solicit and close major gifts. Further, the DOD will serve as liaison to the Board of Directors and will staff the Museum's Development and Campaign Committees.

## **Key Responsibilities**

- Work closely with the Museum Director to design, plan and execute a vibrant and creative strategy to increase support from the Board of Directors, key contributors and other critical benefactors in the community to broaden the Museum's base of support.
- Collaborate with CAM staff, volunteers and the Board of Directors to proactively enhance, expand, and execute the development effort, building on current and establishing new relationships.
- Develop new engagement opportunities, particularly for leadership gift donors and for a younger patronage.
- Manage and expand the capacity of the current development team and develop a plan for growth in staffing as ROI and new initiatives require.
- Create and oversee development department budgets, including Museum membership, ensuring that both income and expense goals are met.
- Supervise the appropriate use of donor software and reporting, ensuring donor privacy, data accuracy and timeliness of acknowledgements and reporting.
- Establish development policies, systems, and procedures, with a special emphasis on professionalism and ethical standards for soliciting, acknowledging, tracking and reporting gifts.
- Devise solicitations/support materials with the intent to attract new gifts and upgrade gifts from existing donors.
- Foster a culture of continuous improvement utilizing fundraising best practices in internal and external customer service.

## **Qualifications**

- Appreciation of the Museum's mission and ability to be an effective spokesperson.
- Ability to serve as a trusted partner to visionary leadership, senior management, and Board of Directors.
- 10+ years of development leadership experience in relevant non-profit organization.
- Experience leading a team focused on the support necessary for successful fund-raising.
- Major gift solicitation experience, having secured major donations (6 to 7 figures).
- Proven success in fund-raising from individuals including prospect identification, cultivation, and stewardship.
- Knowledge of CRM software capabilities is desirable; must be comfortable with data, reporting and related tools.
- Capital campaign experience highly preferred.
- Ability to work some nights, early mornings and weekends as events and meetings require.
- Excellent communication skills, both written and interpersonal.
- Strong analytical skills and ability to think strategically and creatively with exceptional attention to detail, and to manage and meet deadlines.
- Poise, maturity, flexibility and the ability to work as a collaborative team player are essential.

Status: Full Time exempt

Estimated Start Date: December 1, 2020

The Cape Ann Museum is committed to diversity among its employees and encourages qualified candidates from all backgrounds to apply. For consideration, please submit your cover letter and résumé to: [resumes@capeannmuseum.org](mailto:resumes@capeannmuseum.org). You may also submit your materials via postal mail to: Human Resources, Cape Ann Museum, 27 Pleasant Street, Gloucester, MA 01930.