
POSITION DESCRIPTION

POSITION TITLE

Director of Development (Full Time, Exempt)

ROLE

The Director of Development at the Wichita Art Museum (WAM) is a dynamic leadership role responsible for designing and implementing a comprehensive fundraising strategy that supports the museum's growth, sustainability, and mission to "connect people, ideas, and art through remarkable experiences." Reporting to the museum's Director/CEO, the Director of Development oversees all aspects of fundraising, including individual and corporate giving, membership programs, grants, planned giving, and special events. This individual identifies, cultivates, solicits, and stewards donors, working closely with the Board of Trustees, major patrons, leadership staff, and the Director/CEO. The Director of Development supervises and mentors development and event staff and is a member of the museum's leadership team.

ESSENTIAL FUNCTIONS

- Achieve fundraising goals through the development and execution of a comprehensive fundraising plan
- Develop and implement plans to obtain the support needed for annual budget goals related to exhibitions, programs, special projects, and educational activities
- Develop and manage strategies for the annual fund, corporate and foundation sponsorship, major donor cultivation, and planned giving
- Collaborate internally to develop budgets and forecast projected fundraising outcomes
- Monitor fundraising results and consistently report progress
- Design strategies and tactics to enhance growth across all fundraising areas
- Meet with major donors personally for the purposes of gift cultivation
- Write and/or supervise grant proposals and applications, track outcomes, and ensure that reporting requirements are met
- Plan, coordinate, supervise, and participate in museum special events for patrons and members, in collaboration with the Special Events Coordinator. Ensure impeccable event logistics and patron/member experience and results
- In collaboration with the Director/CEO, secure support for WAM's initiatives through innovative events and giving opportunities
- Supervise development staff, providing strategic leadership, effective management, and mentorship
- Network with relevant arts and cultural patrons in the region

Various other responsibilities as needed



QUALIFICATIONS

EDUCATION/CERTIFICATION: Bachelor's degree in related field required, must maintain a valid driver's license

EXPERIENCE REQUIRED: 5+ years of relevant experience and a strong track record of achieving tangible fundraising outcomes in a competitive field, 3+ years of demonstrated success within a non-profit organization, 5+ years of supervisory experience

REQUIRED KNOWLEDGE: Principles of fundraising program development and best practices, fundraising development

SKILLS/ABILITIES: Clear and effective communication, self-starter and team-oriented work approach, proficient in Microsoft Office applications (Word, Excel, Outlook) and fundraising databases, strong attention to detail, excellent interpersonal, oral, verbal and written communication skills, maintain confidentiality of information, maintain accurate computer and paper files as necessary, applied leadership and problem-solving abilities, strong organizational skills, knowledge of development principles and practice

TO APPLY: Submit resume, cover letter, and three references to jobs@wam.org. Additional information available at WAM.org.

ABOUT US

The Wichita Art Museum opened in 1935 and is home to the Roland P. Murdock Collection, one of the premier collections of American art. With a nationally distinguished collection, the museum is a public/private partnership, owned by the City of Wichita and managed by the Wichita Art Museum, Inc. The Wichita Art Museum connects people, ideas and art through remarkable experiences.