

Director of Development Job Posting – 02/01/2017



An Equal Opportunity Employer

The Chrysler Museum of Art in Norfolk, Virginia seeks to hire a Director of Development to lead and ensure the smooth operations of the Museum's fundraising and development activities including Membership, Endowment, Capital Campaigns, Member Travel Programs, Annual Fund, Major Gifts, Planned Giving, and Database Administration.

This position, in cooperation with the Director, sets fundraising goals and develops strategies to reach goals. He or she strategizes, orchestrates, and solicits donors to secure financial support for general Museum operations and special projects, including capital needs, and special exhibitions. Additionally, he or she coordinates with stakeholders across the Museum, including colleagues in the Curatorial and Education departments, to ensure the collecting and program goals of the Museum advance in step with the financial need of the Chrysler. The Director of Development cultivates and solicits a portfolio of prospects, including the stewardship of existing donors, develops and maintains gift stewardship policies and procedures, and oversees and directs fundraising for the Annual Fund campaigns. This role is highly visible in the community, building relationships with current and potential donors, and represents the Museum in public and at Museum events. This position manages the Development staff on a day-to-day basis to ensure smooth and efficient operations.

Requirements:

- Bachelor's degree is required along with a minimum of five years fundraising experience. The ideal candidate must have demonstrated success leading a team to success; be high-energy, creative, and entrepreneurial; and possess an innovative spirit balanced with a deep understanding of fundraising best practices and techniques. Exceptional written and verbal communication skills, strong presentation skills, and high attention to detail are a must. Must be able to relate to and display a genuine interest in staff, board members, and volunteers of different levels and backgrounds. Must possess strong organizational skills and be able to work quickly and efficiently with time-sensitive material, while balancing multiple priorities. Able to work with discretion and maintain absolute confidentiality in all donor relations. Must be hard working and passionate about the Chrysler Museum of Art, its programs, goals, and mission.
- Must have strong working knowledge of Windows – Microsoft Office, Word, Excel, Internet Explorer, PowerPoint and Outlook. Raiser's Edge experience is strongly preferred.

If you are an experienced fundraiser and an effective leader who is interested in working in a positive environment and supporting a unique artistic and educational mission, submit your application today.

Please send your resume and cover letter (including salary range requirement) via email to:

Jackie Baez, Human Resources
Chrysler Museum of Art
One Memorial Place, Norfolk, VA 23510
Phone: 757-333-6270, Email: HR@chrysler.org

The Chrysler Museum of Art offers a comprehensive employee benefits package. To learn more, go to [link](#).