



Job Description

Job Title: Deputy Director of Development	Updated: August 2022
Department: Development	FLSA Status: Exempt
Reports to: Executive Director	Executive Exempt Employee

Job Summary:

The Deputy Director of Development is a senior management position responsible for the strategic oversight, leadership and implementation of a multi-faceted fundraising program for the Taubman Museum of Art (TMA). The duties include directing and coordinating all development activities related to membership, major fundraising activities, new sources of income, annual fund, individual and major gifts, corporate, and foundation sponsorships. The Deputy Director of Development builds, implements, and leads planned giving initiatives and is responsible for the team fundraising goal of \$2 million+ for annual budget, increasing the TMA endowment, and increasing annual commitments to planned giving.

Job Duties and Responsibilities:

- Manage and oversee a multi-faceted fundraising strategy and program, including individual and corporate major gifts, membership initiatives and giving, endowment initiative, and planned giving program to ensure that the Museum meets or exceeds its fundraising goals.
- Build and manage a portfolio of 125-150 individual and corporate donors and prospects with an annual giving capacity of \$5,000+. Within this list, identify, actively cultivate, and close gifts. This portfolio movement will be reviewed monthly with the Executive Director to ensure it reflects significant prospect movement from identification to cultivation to solicitation to stewardship.
- Manage Development Team of four staff including but not limited to Gifts Officer, Membership and Donor Relations Manager, Development Administrative Coordinator, Development Associate, and key volunteers and volunteer benefit committees.
- Develop working relationships with members of the Board of Trustees to further annual fund development, partner on solicitations, and prospect new donors.
- Build, implement, and lead a planned giving program with all its facets leading up to the Museum's 75th Anniversary in 2026. This includes maintaining and cultivating donor and prospect lists, developing and executing an annual recognition program, and developing a team of key advisors for planned giving opportunities.

- Cultivate prospective donors for TMA Endowment, working closely with the Executive Director and the Board of Trustees. Create endowment proposals with appropriate follow-up.
- Effectively articulate, in written and verbal communications, the mission and impact of the Museum to deepen relationships with donors, prospects, and high-level supporters, as well as external stakeholders.
- Maintain a current, thorough, and accurate understanding of the Museum's exhibitions, community engagement programs, naming opportunities, and funding priorities to effectively connect funding needs to donor prospects. Work closely with the Senior Leadership Team to define sponsorship opportunities.
- Responsible for strategy, budget, and oversight of all fundraisers and cultivation events providing effective leadership to Development Team members in support roles. Events include but not limited to Women's Luncheon, Tastings at the Taubman, Sidewalk Art Show, Opening Party, Chairman's Dinner & Summer Celebration, and VIP events.
- Serve as lead for the Women's Luncheon fundraiser (TMA's largest fundraiser) with direct oversight of the Women's Luncheon Benefit Committee along with Board of Trustee Women's Luncheon Benefit Committee Chair.
- Expected to spend 50%+ of weekly time building relationships, on donor calls/ appointments, cultivating and soliciting gifts. Build relationships and execute prospect/ donor solicitations with a combination of in-person and virtual opportunities.
- Maintain interactions and move management strategy in the database and hard copy record, as appropriate.
- Meet with the Executive Director weekly/ monthly and keep appropriate staff up to date on interactions with donors, including research information, goals of meeting, and talking points. Proactively communicate with other Museum staff/ departments as to the progress of fundraising needs/ initiatives to ensure effective cross-departmental collaboration.
- Work with all segments of the Museum to understand departmental opportunities for program sponsorship, produce sponsorship materials including engaging and inspiring letters and proposals, donor and member brochures, corporate brochures, and response vehicles. Develop stewardship reports along with annual report and impact summaries.
- Work cross-departmentally with leadership and Museum teams to ensure proper sponsor recognition on internal/ external signage and marketing materials.
- Provide support as requested and coordinate with the Grants Manager for sponsor recognition and stewardship reports.
- Coordinate with the Finance Department to manage the gift recording, acknowledgments, and stewardship reports for foundations and corporations.
- Oversee and manage the annual Development Department budget. Prepare quarterly and annual fundraising plan, forecasting projections, and budget reports with the Deputy Director of Finance and Human Resources for the Executive Director and Board of Trustees.
- Serve in rotation for Senior Staff Manager on Duty.
- Actively participate in weekday, evening, and weekend Museum programs, fundraisers, and events as assigned.
- Perform other tasks as assigned by the Executive Director and/ or the Board of Trustees.

Knowledge, Skills and Abilities:

Superior interpersonal skills, including ability to listen, observe and interact well with diverse individuals and groups. Strong work ethic and self-discipline to work independently. Excellent organizational skills and ability to prioritize workload in a timely manner to complete assignment when faced with many deadlines and competing requirements. Demonstrated ability to meet financial goals with proven track record of growth in development and fundraising with endowment and planned giving knowledge; think strategically and creatively; persuade others. Knowledge of development principles and non-profit organizational management to oversee a comprehensive fundraising program. Ability to demonstrate the highest ethical standards, empathetic disposition and perseverance; reflect optimistic and positive attitude; convey sensitivity to the needs of donors. Demonstrated writing ability and willingness to be hands-on in a role that is demanding and requires a high level of energy. Ability to lead, coach, train, and motivate members of the development team and benefit volunteer committees. High level of proficiency with Microsoft Office, including Word and Excel; knowledge of Blackbaud/ Altru database experience. Strong sense of fundraising ethics and respect for confidentiality of donor information. Professional presentation, manner, and ability to represent the Museum. Must be able to work well cross-departmentally with colleagues, able to put the mission of the Museum at the heart of everything undertaken. Knowledge of Roanoke area philanthropy and corporate connections.

Training, Education and Experience:

Bachelor Degree required, advanced degree or certification preferred. Minimum 10 years of increasingly responsible advancement experience in fundraising required, in particular managing portfolios with demonstrated success in closing gifts between \$5,000-\$1 million+. Experience in nonprofit arts and culture organizations preferred. Experience in strategic planning for development, membership management, major gifts, capital campaigns, endowment, planned giving, corporate and marketing initiatives, and budget management. Extensive management experience; ability to manage multiple priorities and meet deadlines.

Special Requirements:

Must be available to work flexible hours weekly, including nights, overnights, and weekends as needed. Must possess and maintain a valid Virginia driver's license and maintain a driving record acceptable to the Taubman Museum of Art and its insurance carrier(s).

Office hours with the mobility to meet with donors and potential donors at various off-site locations.