

Development Director Position Description

About the Position

The Museum of Northwest Art (MoNA) has an exciting opportunity for an experienced Development Director to lead MoNA's capital campaign and implement fundraising strategies in the areas of donations, grants, sponsorships and special events. Reporting to the Executive Director and working closely with two Development Associates and the Board of Trustees.

About Museum of Northwest Art

The Museum of Northwest Art collects, preserves, interprets and exhibits art created in the Pacific Northwest. By supporting artists, MoNA strives to integrate art into the lives of all people, fosters essential conversations and encourages creativity.

Its exhibitions present contemporary art from across the Northwest, including Alaska, British Columbia, California, Idaho, Montana, Oregon and Washington.

Through a growing Permanent Collection of over 2,500 art pieces, the Museum preserves the vital legacy of Northwest art.

The Museum's acclaimed education program, MoNA Link, has served over 8,463 students and trained 169 teachers in the school districts of Anacortes, Bellingham, Burlington-Edison, Concrete, La Conner, Mount Vernon, Mount Baker, Sedro-Woolley and Stanwood-Camano. MoNA Link provides comprehensive art education for students from pre-K to high school.

The Museum outreach programs serve our diverse communities by providing more opportunities to access and engage with art. MoNA has a successful retail store offering high-quality items aligned to its mission. The Museum has free admission and is open seven days a week to ensure access to all.

Key Responsibilities

- With support of Executive Director and Board of Trustees, provide leadership in development strategy design and execution
- Leader of Museum capital campaign launching in early 2021
- With support of Development Associates, establish processes to ensure cohesion of all development efforts, programs, initiatives and events
- Plan and execute fundraising campaigns including Annual Fund, #GivingTuesday and GiveBIG with the support of the Development Associates

- Solicit corporate sponsorships and steward relationships with corporate partners for events and programs
- Lead coordination of annual fundraising events including the Annual Art Auction (Summer) and Luminaries program (Fall)
- Manage grant calendar; prepare and submit grants and grant reports
- Support Executive Director in her responsibility for major donor programs (Major Donor Club, Legacy Society)
- Supervise Development Associates
- Other duties as assigned

Required Qualifications

- Bachelor's degree with a minimum of five years of progressively responsible development experience, preferably within a cultural institution
- Experience with local and regional nonprofits, cultural institutions, and fundraising opportunities
- Capital campaign experience
- Proven ability to successfully execute ambitious fundraising goals
- Solid understanding of budgeting and revenue forecasting
- Superior written and oral communication skills
- Proven ability to create a shared vision among multiple stakeholders to achieve goals
- Grant writing experience
- Familiarity with Salesforce or similar CRM databases and cloud-based applications
- Ability to manage multiple projects, tasks, and deadlines
- Display initiative and exercise discretion and mature judgement
- Experienced PC user and proficient at Microsoft Word and Excel
- Familiarity with G Suite by Google Cloud
- Must be able to pass a criminal background check
- Washington State driver's license

To Apply

This position is full-time with some evening and weekend work required. Competitive salary and benefit package DOE. Please apply with cover letter and resume to MoNA Development Committee, attention Joanna Sikes, Executive Director, joannas@museumofnwart.org. Learn more about MoNA at www.monamuseum.org.

Contact Information

Museum of Northwest Art

Joanna Sikes, Executive Director

joannas@museumofnwart.org

Office: (360) 466-4446 ext. 104

PO Box 969, La Conner, WA 98257