

CAREER OPPORTUNITY DESCRIPTION

Title:	Advancement Director
Job Type:	Full-time (exempt)
Hours:	Generally, 40-45 hours per week; includes some nights and weekends
Compensation:	Salary range for this role is between \$60,000 and \$70,000 with a competitive benefits package that includes medical, dental and vision, retirement, paid vacation, and flextime.

INTRODUCTION

The Dubuque Museum of Art (DuMA) seeks an experienced fundraising leader to increase philanthropic income, visibility and impact. Reporting to the Executive Director, the Advancement Director (AD) is a critical leadership position inside a museum planning for urgent and dramatic growth alongside its 150th anniversary (in 2024). The AD is the senior leader responsible for conceiving, planning, and executing the fundraising strategy that will bring the strategic plan to life and double annual philanthropic income from \$800K to \$1.6MM in the next five years.

The ideal candidate possesses a minimum of 5 years' experience in nonprofit fundraising and a broad understanding of philanthropic principles. They have an aptitude for donor research and cultivate, solicit, and steward annual and major gifts, legacy/planned gifts, federal and state grants, corporate and foundation support and execute successful fundraising events. The AD exhibits superior leadership, interpersonal, and communication skills. Alongside the Executive Director, they represent DuMA externally to broaden museum influence and reputation. The AD has a collaborative leadership style and promotes internal communication and team effectiveness with leaders in the curatorial, education and finance departments. They lead a department that currently includes two full time equivalents and coordinate and inspire the efforts of a volunteer Board Development Committee. The position requires after hours, weekend work, and minimal travel, as needed to support DuMA's cultivation efforts.

RESPONSIBILITIES

Develop and execute Museum's fundraising and stewardship plans

- Double annual philanthropic income from \$835K to \$1.6MM in five years
- As DuMA's frontline fundraiser, identify, cultivate, and successfully solicit major gifts, planned gifts, and sponsorships from a diverse group of individuals, corporations, and foundations. Ensure high-quality and appropriate stewardship of donors at all gift levels
- Develop and implement an annual fundraising strategy that advances the Museum's strategic plan and supports annual exhibition, education and programming plans
- Oversee annual fund, communication, membership, grant, and special event strategies
- In consultation with the ED and the Director of Finance establish and monitor departmental revenue goals and set SMART goals for prospecting, cultivation, stewardship, and other development matters. Regularly report on progress
- Manage team: currently includes an annual fund communications manager and a grant writer
- Assemble a plan for a comprehensive capital campaign including timeline, goals and team
- Lead Board Development Committee to cultivate resources that will support the strategic plan
- Collaborate with ED and Governance Committee to strengthen and expand the Board
- Represent the Museum at internal (openings, fundraisers, education) and external events
- Carry out other duties as assigned

CHARACTERISTICS AND COMPETENCY

The Advancement Director will be a goal oriented and confident self-starter with the ability to influence and motivate others around a clear strategic vision. The AD will be a passionate, visible, and informed advocate for the museum who effectively engages the community in the Museum's mission and strategic plan. The successful candidate will balance relationship-oriented and task-focused responsibilities, structure compelling opportunities for support, and advance the organization towards its vision. They will serve as a thought-partner to the Executive Director during an exciting period in the Museum and the city's history.

Other key competencies of this role include:

- **Innovation and change management:** An active listener who helps stakeholders bring their passions to life through the Museum's newly clarified mission
- **Customer focus and diplomacy:** An advocate for donor satisfaction who possesses a high degree of emotional intelligence. Builds rapport with diverse stakeholders regardless of cultural differences
- **Planning, organizing, and prioritizing:** Establishes realistic timelines and ascertains top priorities for optimum productivity of development efforts
- **Teamwork and project management:** Organizes and motivates others to accomplish extraordinary goals. Creates a sense of order, direction, and active participation among a variety of stakeholders. Supports and builds internal processes that inspire donor confidence

QUALIFICATIONS

- A minimum of five years of fundraising experience and proven success leading an integrated annual campaign
- Broad knowledge of all fundraising principles including annual fund, special events, grant writing, etc.
- Experience with a capital campaign is a plus
- Experience working in a leadership role with boards of trustees, senior management, staff, patrons, and support organizations is needed, as are superior written and verbal communication skills
- Experience setting strategy and regularly reporting on progress towards goals is required
- Strong computer skills including Microsoft Office (Word, Excel, PowerPoint), donor research, and donor relationship management systems are necessary
 - Salesforce knowledge is a plus
- CFRE certification and/or college degree is a plus

ABOUT THE DUBUQUE MUSEUM OF ART

The mission of the Dubuque Museum of Art (DuMA) is to create engaging art experiences that excite, inspire, and connect our community. The Board of Trustees recently approved a new strategic plan to triple the Museum's impact, double its revenue and build the organization and infrastructure that will empower the execution of the mission and impact goals

Established in 1874, DuMA is among Iowa's oldest cultural organizations. Since opening an award-winning facility in downtown Dubuque in 1999, the Museum has expanded its permanent collections to include over 2,600 objects, including internationally-recognized works by Grant Wood and the complete collection of Edward S. Curtis' The North American Indian. The Museum is also home to the complete body of work from artist and author Arthur Geisert, currently consisting of more than 900 etchings.

DuMA regularly hosts and presents juried, curated, and traveling exhibitions, featuring locally, regionally, and nationally-recognized artists. The Museum offers a diverse array of education programs, outreach activities, and festivals including the annual Winter Arts snow sculpting festival.

Accredited by the American Alliance of Museums since 2004, DuMA is a Smithsonian Affiliate and a member of the Midwest and Iowa Museums Associations. To learn more about our history, mission, vision, and values, visit dbqart.org/about.

SALARY AND BENEFITS

Salary range for this role is between \$60,000 and \$70,0000 with a competitive benefits package that includes medical, dental and vision, retirement, paid vacation, and flextime.

ADDITIONAL REQUIREMENTS

All offers of employment are conditioned upon a background check and 90-day probationary employment period.

APPLICATION INSTRUCTIONS

Qualified candidates should submit a cover letter, résumé, and a minimum of three professional references to hr@dbqart.org. No phone calls please.

DuMA's VISION

DuMA envisions a community that is a thriving cultural hub where people of diverse backgrounds and perspectives together achieve a deep understanding of the past, an empathetic view of the present, and an inspired outlook for the future. The Dubuque Museum of Art is an equal opportunity employer. We are committed to equal treatment of all employees without regard to race, national origin, religion, gender, age, sexual orientation, veteran status, physical or mental disability or other basis protected by law.

DuMA's VALUES

- Art has the power to change lives.
- Our actions are guided by trust, integrity, respect, and accountability.
- We adhere to professional ethics and museum standards in all operations and maintain a high standard of artistic excellence.
- We cultivate mutually beneficial partnerships to advance the role of the arts within our community.
- We seek to be inclusive of diverse communities, cultures, and ideas.
- We support and bring recognition to artists in our region