

Briscoe Western Art Museum – San Antonio, Texas

Position Description

Head of Development

Department: Development Department

Reports To: Vice President

Fair Labor Standard Act Status: Exempt, Salaried

POSITION SUMMARY

The Head of Development reports to the Vice President and is part of the senior staff. Responsible for implementing fund-raising strategies in the areas of contributed income to include major gifts, memberships, grants, corporate gifts, planned giving, sponsorships, and special events. Reporting to the Vice President, the Head of Development will work closely with the board leadership and development committee chair to enhance the board's fund-raising efforts, with an emphasis on major gift cultivation.

ESSENTIAL FUNCTIONS

- Collaborate with the executive management team and the board to develop funding strategies for the museum.
- Responsible for leading and managing the museum development staff, which includes the Membership and Special Events Manager and the Development Associate.
- Work in tandem with the museum board, the board liaison, and pertinent committee chairs.
- Create, implement, and lead fund-raising strategies to generate contributed income from individuals, government, corporations, membership, and foundations giving resources.
- Expand and develop the museum donor base and nurture existing donor relationships.
- Spearhead fund-raising activities for major Briscoe projects—special and permanent exhibits, educational programs, art and artifact acquisition, naming of galleries, collection care, endowments, and capital improvements.
- Collaborate with the Marketing Coordinator in the designing of development department collateral.
- Manage the Membership and Special Events Manager to retain, upgrade, and grow the membership base.
- Supervise the Development Associate, who is responsible for conducting the grant research, tracking, and reporting process, as well as potential donor/funder prospecting.
- Oversee and manage the donor database, prospect tracking systems, and donor acknowledgments.

SKILLS AND REQUIREMENTS

- Bachelor's degree required. Advanced degree preferred.
- Minimum seven years of progressively responsible development experience, specifically with donor development, capital campaigns, and major donors.
- Experience in arts institution or similar cultural organization preferred.
- Management experience required.
- Superior written, oral communication, interpersonal, and organizational skills are imperative.

- Ability to manage multiple tasks and deadlines, display initiative, and exercise discretion and mature judgment are imperative.
- Experience in grant writing.
- Thorough understanding of business and management principles involved in strategic planning, resource allocation, leadership technique, production methods, human behavior and performance, and coordination of people and resources.
- High level of comfort using electronic communications and internet tools, including email and social media, and experience with the latest development software.
- Knowledge of donor database systems required. Experience with Donor Pro is preferred.
- Bilingual (English/Spanish) fluency a plus.

WORKING CONDITIONS

Position requires periods of physical activity, including lifting at least 20 pounds and pushing 35 pounds with the assistance of a cart. Evening, weekend, and holiday work is required.

Interested parties can send a cover letter and resume using any of these methods.

Facsimile/FAX

Subject: Head of Development

Fax Number: (210) 299-4118

or

Email

Subject: Head of Development

info@briscoemuseum.org