

Position Title:	Director of Development
Reports To:	Executive Director
Date:	September 2019

The Museum of Glass is seeking a full-time Director of Development in Tacoma, Washington.

The Museum

In 2002 the Museum of Glass opened its doors as an architectural icon and a one-of-a-kind museum dedicated to glass art. Located on the Thea Foss waterway in thriving downtown Tacoma, the 75,000 square foot facility combines exhibition galleries, and education studio, a theater, the 500-foot long pedestrian Chihuly Bridge of Glass and the world's largest and most active museum glass making studio – the Hot Shop.

Based in the Pacific Northwest, the center of the American Studio Glass movement, the Museum serves regional, national and international audiences. The Museum's visitor-centered public programs, original exhibitions and riveting glassmaking demonstrations have inspired and engaged over two million visitors from all 50 states and more than 75 countries. The Museum of Glass is a member of the American Association of Museum Directors and was granted accreditation by the American Alliance of Museums, recognizing its commitment to excellence, accountability, high professional standards and continued institutional improvement.

The Museum of Glass provides a dynamic learning environment to appreciate the medium of glass through creative experiences, collections and exhibitions

The Role

The Director of Development will develop and implement strategic fundraising programs to increase the Museum's contributed revenue streams. The role is responsible for the management and direction of all institutional fundraising activities including corporate, individual and foundation giving, membership, special events, donor stewardship, new prospect generation, and the supervision of day-to-day operations for the Development Department. The Director of Development will plan and implement a campaign to establish and grow an endowment for the Museum and other fundraising campaigns that may arise.

Major duties and responsibilities:

- Serve as the Museum's chief fundraiser, carrying the Museum's mission and the brand to external groups.
- Establish goals for fundraising in coordination with the Executive Director, and oversee all fundraising activities of staff and Trustees to meet the institutional goals.
- Maintain effective systems and programs to identify and cultivate new prospects, and to steward established donor relationships

- Manage the planning, budgeting and data systems of the Development Department and fundraising programs such that the Development Committee and Board receive accurate and timely reports.
- Establish and maintain forecasts of annual contributed income goals for membership, individuals, trustees, foundations, corporations, special events, government agencies, and other sources as they arise.
- Attract, supervise, coach and retain a creative, enthusiastic and capable team of volunteers and salaried development staff.
- Build relationships with a wide variety of institutions (non-profit, philanthropic, academic, and commercial) that can serve as likely sources of new income and/or audiences.
- Manage the Development Department budget, and ensure that the annual departmental goals and objectives are met.
- Serve in a leadership role with Museum staff, Trustees and external partners.
- Perform other duties as assigned in support of the mission of the Museum

Education and Experience

Education	Bachelor of Arts or related degree, with a Master's Degree preferred.
Years of experience	Ten years of fundraising experience with at least three of development department management experience.
Certifications	None

Required Knowledge, Skills and Abilities

- Passion for the mission and goals of the Museum of Glass.
- Adhere to the highest ethical standards, reflect optimistic and positive attitude and convey sensitivity to needs of the donors.
- Proven ability to work effectively with a wide variety of individuals. Demonstrates interest in building positive and authentic relationships. Experience researching, cultivating and stewarding individual and corporate donors, including major donors.
- Expertise in fundraising and donor relations strategies and best practices, including leveraging social media.
- Knowledge of current trends in charitable giving in the area of major gifts.
- Solid relationships with local businesses and community leaders.
- A proven track record in securing large donations and increasing existing donor contributions.
- In-depth knowledge of non-profit organizations including: financial structure, fundraising methods and techniques, and culture.
- Strong verbal, written and interpersonal communication skills and superb presentation skills.
- Ability to lead and manage others, as well as to work as an effective team member.
- Competent technology skills, including experience with Microsoft Office (Word, Excel, etc.)
- Experience with donor databases, specifically Raiser's Edge software.

To apply please send cover letter and resume to HR@Museumofglass.org