



YELLOWSTONE ART MUSEUM POSITION DESCRIPTION

Development Director

Reports to: Executive Director

Supervisory responsibilities:

- Special Events Coordinator
- Membership Coordinator
- Museum Store Manager
- Grant Writer (currently a volunteer)
- Volunteers and interns

Status: Full-time, exempt

Position summary

The Development Director generates earned and contributed revenue in support of the Museum's overall financial operating needs. They oversee the Museum's development, fundraising, and stewardship activities, ensuring the greatest possible visibility for the Museum, the largest possible number of members, and the highest level of sponsorship for Museum activities. The Development Director also oversees the ongoing efforts toward building endowment support. These goals are accomplished through high standards of customer service and donor relations, and through utilization of all available community and regional resources.

Additionally, the Development Director serves on the Executive Director's leadership team for issues relating to staffing, budget, and program and operational development. They serve as the staff liaison for the Board of Trustees' Development Committee.

Primary responsibilities

Development/Fundraising

- Facilitates strong, positive relationships between the Museum and its donor base. Engage personally with as many visitors, donors, and friends of the Museum as possible to increase the Museum's circle of friends and operating dollars raised.
- Secure sponsorships for exhibitions, special events (Art Auction, Summerfair, others), and other activities as identified by the Board of Trustees and the Executive Director to ensure that expenses are covered fully. The Development team targets for FY2025 are \$110,000 for exhibition sponsorships and \$130,000 for special event sponsorships.
- Research grant opportunities and work with the Grant Writer to write proposals. Identify funding sources available for various aspects of Museum management and maintenance, thereby freeing up general operating dollars for other purposes. Assist Museum management in planning for long-term opportunities. The Development team's target for FY2025 is \$100,000 in grant funding.

- Work with the Board of Trustees, Contractor, and the Executive Director to build endowment dollars and the case for endowment support among all constituencies, to build the Museum's endowment fund to a level that will ensure long-term financial stability and fiscal flexibility for the Museum.
- Implement donor recognition and donor relations procedures to ensure that all donors feel appreciated for their support and encouraged to increase their support over time.
- Work with the Board of Trustees, the Executive Director, and within the community to identify prospective donors. Increasing the prospect base is the first step toward growing other aspects of Museum funding, and expansion of the donor base must occur to counteract donor attrition and position the Museum regionally and nationally.

Special Events

- Manage the events staff related to the day-to-day business of the YAM's nonprofit liquor operations.
- Manage the events staff to ensure that Art Auction, Summerfair, and all special events are adequately supported and managed.
- Manage the events staff and work with the curatorial staff to ensure that logistical support for exhibition openings, artists' lectures, and other special programs, including contracting with caterers, rental suppliers, and other vendors, is efficient and adequate.

Membership and donor base

- Oversee maintenance and expansion of membership base and Annual Fund campaign through local and regional marketing and prospecting. Manage the membership staff to set and obtain goals annually.
- Oversee the donor database (DonorView) to accurately reflect the position of each donor and prospect, that materials derived from this database are efficiently produced and accurate. Oversee the Annual Fund Drive to ensure good fiscal management of donor gifts, accurate database information, prompt acknowledgement, and annual fund growth.
- Oversee the implementation of the Access for All grant from the ArtBridges Foundation (2024-2026), including the regular collection of visitor data for required statistical reporting.

Public Relations

- Work with the Communications and Marketing Managers and the Executive Director to establish a broad-based and effective marketing strategy for fundraising activities and donor stewardship.
- Develop and execute a marketing plan to ensure coordinated development efforts across all Museum programs related to donors and patrons.

Visitor services

- Work with front desk staff, ensuring that they have appropriate membership services awareness. Work with curatorial and education staff to assist with ongoing training.
- Use front desk staff effectively as a membership recruitment resource.

Secondary responsibilities

- Supervise and coordinate all staff whose primary responsibilities are generating earned and contributed revenue in support of annual operating needs. Ensure coordination and communication among all who are soliciting contributed revenue (staff, trustees, and other volunteers). Work with them to ensure that each has a professional growth plan that is reasonable and follows the goals of the long-range plan.
- Assist with handling issues for members and patrons as they arise.
- Manage the Museum Store Manager to maximize retail sales, plan future merchandise and rotating consignments, and the sale of exhibition-related merchandise.

Minimum skills and qualifications

- BA or equivalent experience in managing a development program.

- Strong understanding of all aspects of fund development including special events, annual giving, prospect research, major gifts, donor relations and recognition, planned giving, endowment growth, and grantwriting.
- Excellent communication skills, both written and oral, along with excellent listening skills to steward donors.
- The capacity to be diplomatic; strong ability to work with a wide range of individuals and inspire confidence.
- Demonstrated ability to establish and work within budgets.
- Basic knowledge of public relations and accounting principles.
- Computer-literate, including Microsoft Office suite and donor database management.
- Knowledge of or background in art a plus; willingness to learn about the Museum's collections and temporary exhibitions essential.
- Must be professional in appearance, a self-starter, and possess a strong work ethic; an outgoing personality is a plus.
- Valid Montana driver's license.

Hiring Salary Range: \$65,000 - \$82,000 based on experience level

The Museum has an open-door policy intended to ensure that all employees are treated with dignity, equity, respect, and trust. All employees are expected to participate in open and honest communication whereby employees respect input they receive, they listen, clarify, and strive for consensus. Federal law and Museum policy require that there be no discrimination against any employee or applicant for employment because of the individual's race, color, creed, ethnicity, religion, sex, sexual orientation, transgender status, gender expression or identity, national origin, ancestry, age, height, weight, disability, political affiliation, military or veteran status, or any other basis now or in the future protected by federal, state, and local law, ordinance, or regulation with respect to hiring, promotion, firing, compensation, or other terms or privileges of employment.

In addition, the Yellowstone Art Museum does not discriminate based on marital status, veteran or military status, or other condition outlined in the Americans with Disabilities Act. In addition to strict adherence to EEO laws, the Yellowstone Art Museum complies with the Fair Labor Standards Act, the Equal Pay Amendment, and all laws relating to sexual harassment. The Museum also complies with the Family Medical Leave Act.

To apply:

To apply for this opportunity, please submit a cover letter, resume, and three professional references (will not be contacted without advance permission) to adminassist@artmuseum.org. Applications will be reviewed starting January 6, 2025, and only complete applications will be reviewed.

No phone calls please.