

The William Breman Jewish Heritage Museum

POSITION TITLE: Director of Development
REPORTS TO: Executive Director

POSITION SUMMARY

Under the supervision of the Executive Director, the Director of Development will foster a culture of philanthropy within The Breman Museum and build internal and external relationships to enhance its visibility, impact and overall funding portfolio. The Director of Development is responsible for leading all fundraising efforts for the Breman Museum by securing financial support from individuals, foundations, corporations and government entities.

RESPONSIBILITIES

Strategy and Primary Duties

- Evaluate current fundraising initiatives for effectiveness and maximum results
- Develop and implement a comprehensive strategic development plan (short-term as well as long-term)
- Oversee and ensure successful fundraising efforts for annual giving from individuals and major donors, foundation grants, government entities, etc.
- Broaden the donor base and increase giving levels to secure the funding needed to support the growth in programming to advance the mission of The Breman
- Manage a portfolio of up to 100 major donors and prospects
- Establish a planned gift effort for The Breman
- Work with the marketing department on the writing content of newsletters, annual report, impact statements and other collateral needs
- Oversee museum membership from levels to benefits as well as renewals and seek to increase membership levels annually
- Establish a procedure for tribute giving and best practices with acknowledgements
- Plan and execute special events, galas, anniversary celebrations, etc.
- Work on database transition from Abila to Salesforce
- Create an operations manual for the development department to ensure consistent record-keeping and support cross-training efforts
- Handle additional duties as assigned

Relationship-Building

- Support and engage The Breman's Executive Director with all fundraising strategies
- Build, maintain and enhance donor relations with private individuals, foundation representatives and public grant funders
- Increase board involvement with fundraising efforts to maximize the members sphere of influence in the community
- Act as liaison to the board development committee
- Establish a rapport with museum members
- Steward existing donors and cultivate prospects as part of the development plan

Data Integrity

- Review the current record-keeping procedures and review donor history
- Perform research as needed to support the need to grow the funding portfolio
- Establish protocols for entering donor data in the organization's database
- Prepare donor reports in an accurate and timely manner

Financial

- Oversee development department budget and fundraising goals
- Prepare department reports, statistical data for Breman leadership as requested

Supervisory

- Oversee, train and mentor the development staff as well as contractors
- Delegate and monitor work assignments as needed

Breman Ambassador

- Present a positive and professional image of The Breman
- Maintain the security and accountability of donated funds and/or assets
- Act as an ambassador of The Breman when speaking at events and attending board and staff meetings, museum special events, etc.

QUALIFICATIONS

- Bachelor's Degree
- Master's Degree and/or Certified Fundraising Executive Designation preferred (CFRE)
- 5-7 years of fundraising or comparable experience that includes measurable success in fundraising and development staff management
- Knowledge of principles and best practices in fundraising
- Exceptional communication skills – oral and written
- Proven experience in relationship-building within the philanthropic community, project management, event planning, budget oversight, database administration, etc.
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To Apply: Submit your resume and cover letter to www.ourfundraisingsearch.com. If you have application questions, email them to ourfundraisingsearch@gmail.com.