

Job Description: **Director of Development**

Bakersfield Museum of Art (BMoA) seeks an experienced Director of Development to oversee all fundraising activities for a nonprofit organization with a \$1M annual operating budget.

Established in 1956, BMoA is a jewel in the heart of Downtown Bakersfield with dynamic, contemporary exhibitions, surprising visitors with fresh and exciting visual experiences on every visit. As the only AAM-accredited art museum within 100 miles, BMoA is a significant cultural asset for the Bakersfield community and the more than 10,000 visitors who visit each year.

Community building is part of the museum's DNA. Through strong partnerships, BMoA has developed high-quality visual arts education outreach programs that fill educational gaps to serve vulnerable youth in our community in addition to onsite programs, events, lectures, and classes. We champion and highlight the talent of California artists from all backgrounds. The diversity of our artistic exhibits and programs attracts visitors of all ages, interests, cultures, and economic backgrounds, giving expression to our vision of a community transformed by art.

BMoA is in a growth phase, and we need an individual who is interested in growing with us. We are looking for an inspired fundraising trailblazer who is committed to creating the vision of an expanding development department. Reporting to the Executive Director, this position will have a significant role in growing our organization and will interact directly with board members, museum staff, donors, members, artists, and strategic partners.

This is a great opportunity for someone ready to contribute to strategic decision-making, support the pending capital campaign, and be hands-on with the organization's day-to-day fundraising needs. In this new role, you will have a chance to inform and execute fundraising strategies while authoring new ways to steward our constituents into lifelong supporters. If you are a business-minded individual who loves besting your own fundraising goals and enjoys an upbeat collaborative working environment, this is the position for you.

Knowledge and interest in the arts with an ability to thrive in a forward-thinking, entrepreneurial environment is required. We love making the museum a great place to work every day, and we want you to join us!

Benefits include:

- Salary: \$60,000 - \$70,000 DOE.
- Retirement plan with employer match up to 4%
- Flexible work schedule
- 100% health insurance coverage of medical, dental, and vision for the employee
- Complimentary Supporter membership
- Exclusive benefits to museums and galleries worldwide through the North American Reciprocal Museum (NARM) association.
- Merchandise discount in BMoA's gift shop.

Minimum Qualifications:

- At least five years of work experience in nonprofit operations, specifically in fundraising, sales/marketing, or equivalent experience.

- Considerable knowledge of fundraising techniques and sources of funding for nonprofit organizations.
- Compelling relationship management experience; ability to develop and maintain rapport with individuals and groups from diverse sectors.
- Outstanding public speaker (presenting, facilitating, training, or recruiting).
- Excellent writing, scheduling, supervision, and organizational skills.
- High-level computer skills with Microsoft Office (specifically Word and Excel).
- Effectively uses CRM databases for donor management and can train others to manage tracking and prospecting.
- Valid California driver's license.
- Ability to travel occasionally.

TYPICAL DUTIES AND RESPONSIBILITIES

- Lead innovative high-level philanthropy efforts appealing to new, existing, and past prospects and donors in individual giving, foundation giving, corporate sponsorship, and government support.
- Identify and cultivate a diverse base of donors consistent with community engagement and Diversity Equity Accessibility and Inclusion goals.
- Source, submit, and track the status of state, federal, and private grant applications.
- Ensure consistent fundraising-specific messaging across all marketing and membership campaigns to increase major gifts, planned gifts, annual appeals, and membership.
- Expand sponsor opportunities for exhibitions, programs, and education.
- Communicate regularly with the board and staff on active campaigns and post-event reporting and accounting.
- Conduct site visits and donor tours, anticipate and fulfill special requests for donor stewardship, and achieve strategic objectives of the Development Plan.
- In collaboration with marketing and events staff, oversee the planning and execution of all fundraising events.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job:

While performing the duties of this job, the employee is required to sit and stand. The employee is also required to walk and must occasionally lift and/or move up to 20 pounds.

Work Environment:

The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job:

The noise level in the work environment is usually minimal.

The Bakersfield Museum of Art is an Equal Opportunity Employer.

To Apply:

To apply for this position, please email your cover letter and resume to:
asmith@bmoa.org

No calls or drop-ins, please.