

# MAM

<i>POSITION TITLE:</i>	<b>Assistant Director, Major Gifts</b>
DEPARTMENT:	Development
SUPERVISOR:	Director of Development
DIRECT REPORTS:	Development Associate, Major Gifts & Grants
POSITION LEVEL:	Full-time, benefits
LAST REVISION DATE:	March 2022

## **POSITION DESCRIPTION:**

The Montclair Art Museum (MAM) is seeking a creative and collegial fundraising professional to join a strong Development team as Assistant Director, Major Gifts. The Assistant Director, Major Gifts will work closely with the Director of Development to identify, cultivate, solicit, steward, and track major gift prospects and donors for operating and endowment support. A frontline fundraiser, this position will be responsible for maintaining a personal portfolio of individual donors capable of giving upwards of \$5,000. The Assistant Director will also serve as the operations director for the major gifts function at MAM, including tracking, moves management, reporting on prospects, and overseeing financial reporting. This person will also be responsible for synthesizing, managing, and distributing research profiles and reports—both in-depth and otherwise—on prospects and donors. The candidate will have an expansive and entrepreneurial approach to identifying and verifying accurate research and keeping meticulous records.

## **ESSENTIAL RESPONSIBILITIES:**

- Work closely with the Development department and program leadership, as well as the Executive Director and Board, to develop and implement a comprehensive fundraising plan for major gift donors and prospects, including establishing and monitoring objectives. Partner with the Director of Development to track the fiscal year goals for exhibition, education, and general operating support.
- Using Tessitura, the Museum's CRM system, refine prospect list-building and moves management strategies, developing current and prospective donor lists and data. Help manage coding and standards for donor/prospect tracking in CRM, helping to pinpoint prospects for the pipeline.
- Plan and execute solicitations for renewed and new major gifts, including writing request letters and developing strategic prospect lists and cultivation strategies.
- Ensure an excellent donor experience through various touchpoints, managing the administrative tasks for donor stewardship, including thank you notes, donor impact reporting, major donor recognition listings, and coordinating donor tours.

- Identify new prospects, analyze wealth and giving capacity, and prepare various research reports.
- Working with the Director of Development, coordinate the ongoing management and growth of the Planned Giving program.
- Oversee the Development Associate, Major Gifts & Grants with the review and audit of development financial and budgetary reports, including monthly and annual reconciliation, development revenue and expenses, and Trustee support tracking and reporting.
- Manage annual Trustee bundled giving request letters and packets.
- Report on Major Gifts at Board Development Committee meetings.

**MINIMUM QUALIFICATIONS:**

- Bachelor’s degree
- Impeccable attention to detail and superb organizational skills
- Strong technical skills including proficiency in Microsoft Suite; experience with wealth screening systems (Wealth Engine), and working knowledge of Tessitura or other donor management system a plus
- Strong written and verbal communication skills
- Demonstrated outstanding relationship management skills including liaising with senior executives
- 3 years of fundraising experience

**PERSONAL CHARACTERISTICS:**

- Adheres to ethics and confidentiality policies
- Friendly manner, ability to work in a team
- Ability to function well in a fast-paced environment, with speed and accuracy under pressure
- Ability to multi-task, meet deadlines, and work with minimal supervision
- Ability to adjust work schedule for late/early meetings and events on evenings/weekends
- Commitment to non-profits and interest in museums and art education a plus

**WORKING CONDITIONS:**

**Physical demands:** Occasional long work-week with morning and evening meetings; sitting, walking, standing, climbing stairs, lifting no more than 5–10 lbs.

**Special environmental factors:** Largely sedentary work; MAM offers a flexible work environment with the possibility of a hybrid work schedule

**COVID-19 and Vaccination Policy:**

As a condition of employment, MAM requires all who report to work on-site to be fully vaccinated against COVID-19

**Applications** Please submit a cover letter and resume with a list of references to [developmentpositions@montclairartmuseum.org](mailto:developmentpositions@montclairartmuseum.org) with the subject: Assistant Director, Major Gifts. No phone calls please.

*The Montclair Art Museum, as a community-centered institution, is unequivocal in our stance against racism and injustice in all of its forms. MAM strives to maintain an environment that fosters productivity, creativity, and individual satisfaction by celebrating the many diverse traits of our community, which includes but is not limited to race, gender, nationality, age, religion, sexual orientation, and physical abilities. We see the arts as playing a critical role as a medium of observation, insight, education, articulation, and advocacy and seek to provide a platform for facing tough issues in our society as expressed through art. We seek candidates who combine a commitment to excellence in their field with a passion for this role for the arts and have creative ideas on how our exhibitions and programs can serve as an agent for societal change.*