



**MONTCLAIR ART MUSEUM**

3 South Mountain Ave.  
Montclair, NJ 07042  
973-746-5555  
montclairartmuseum.org

<b>POSITION TITLE:</b>	<b>Director of Development</b>
DEPARTMENT:	Development
SUPERVISOR:	Museum Director
DIRECT REPORTS AND DEPARTMENT TEAM:	Asst. Dir., Campaign, Development Operations (DR) Asst. Dir., Corporate, Foundation, Government (DR) Asst. Dir., Special Events (DR) Membership and Annual Fund Manager Volunteer and Intern Manager Development Assistant
<b>LAST REVISION DATE:</b>	February 2017

Montclair Art Museum  
(Montclair, NJ)

**The Montclair Art Museum seeks to hire a Director of Development.**

Opened in 1914, the Montclair Art Museum (MAM) is recognized by critics and scholars as one of the nation’s leading regional art museums. A prominent landmark in the suburban New Jersey town that shares its name, the Museum cares for, interprets, and creates exhibitions and programs related to its distinctive world-class collection of approximately 13,000 works of American art from colonial times to contemporary art, and one of the most extensive collections of Native American art in the Northeast, outside of New York City. In addition, MAM recently launched the Vance Wall Art Education Center, establishing the footing for enhanced educational outreach, programs and activities for people of all ages. The Center encompasses all our educational efforts, including the busy Yard School of Art, now near capacity with over 2,000 students currently enrolled, and nearly 30,000 alumni. Our vision for the future of education is both programmatic and physical, both on- and off-site, and includes partnerships with area elementary schools, colleges and universities, as well as other cultural organizations.

**Responsibilities:** The Director of Development has primary responsibility for the success of the Museum’s entire fundraising effort, including special events and an active volunteer program. Working closely with the Museum Director and a successful

development team, the Director of Development is responsible for strategizing, overseeing, and maintaining growth in membership, annual giving, corporate philanthropy, government and foundation grants, and major gifts to support and sustain an extensive and exciting program of exhibitions and educational activities. In addition, he/she will be essential partner with the Museum Director in the strategic planning and execution of an active endowment campaign.

The Director of Development actively participates as a member of the senior staff of the Museum and plays a critical role in strategic planning and management decisions in all areas of the institution. He/she is staff liaison to several Board committees, and works in close partnership with staff across departments. The Director of Development supervises a team currently comprised of six fundraising professionals.

**Required Qualifications:**

- Minimum of five years demonstrated senior level fund raising experience for a mid-to large-sized mission driven non-profit, including creating development strategies and successful major donor cultivation and solicitation
- Ability to work effectively under pressure and meet deadlines
- Excellent organizational and interpersonal skills; ability to communicate clearly
- Strong leadership skills
- Knowledge of current strategies and trends in the field; participation in local and state organizations
- Education and background in the arts a plus
- Ability to train, motivate, inspire and manage staff in a clear and calm manner
- Knowledge and experience with standard computer programs such as Excel, as well as *Raiser's Edge*
- Excellent problem solving skills, good judgment and ability to handle difficult situations with grace and discretion
- Proven record of supporting the work of an active Board of Trustees and Volunteers

**Please send cover letter, résumé, and salary requirements to [employment@montclairartmuseum.org](mailto:employment@montclairartmuseum.org). No phone calls please.**

Montclair Art Museum is an Equal Opportunity employer.