**DIRECTOR OF DEVELOPMENT**

The Columbus Museum seeks a Director of Development with hands-on experience in major gifts fundraising to oversee the Museum’s membership and development program. Serving as chief fundraiser, the Director of Development partners with the Director and Board of Trustees to achieve annual, major, and planning giving goals and engage donors to build short-term and long-term financial support for the Museum.

The Columbus Museum is one of the largest museums in the Southeast. Its collections include American art, decorative arts, contemporary design, and historical artifacts from the Lower Chattahoochee Valley. The Columbus Museum is also the site of the Bradley Olmsted Garden, which encompasses approximately three acres of beautifully terraced gardens featuring a ravine and restored pool house. Accredited by the American Alliance of Museums, The Columbus Museum offers free admission.

As part of the Museum’s senior management team, the Director of Development reports to the Director and leads a department of three full-time staff: Membership Manager, Event and Sales Manager, and Campaign Manager. The Columbus Museum has an annual operating budget of $3 million, with endowments that provide funds for operations and acquisitions. The museum is part of the Muscogee County School District, which contributes to the annual operating funds.

The Director of Development will:

Solicit prospective donors for upper-level annual and major gifts

Solicit prospective and current donors for the Columbus Museum Circles membership categories (annual gifts of $1,000 and above)

Manage a comprehensive fundraising program for major gifts, planned giving, campaigns, annual giving, corporate and individual sponsorships, grants, matching and in-kind gifts, and special events

Establish fundraising priorities and objectives in partnership with the Director and Board. It is the responsibility of the Director of Development to meet fundraising goals for identified priorities.

Support the Director, Board of Trustees, and volunteers in making effective fundraising solicitations

Create and implement a strategic development plan that includes tracking processes for identification, cultivation, and stewardship of members and donors

Identify and profile current and prospective individual, corporate, and foundation prospects

Develop and cultivate positive relationships with donors and prospects

Manage departmental staff and departmental budget and revenue

Work with the Director and Deputy Director of Operations to plan the Museum’s annual budget for operations.

Work with the Marketing and Public Relations department to manage sponsorship recognition and credit lines on all collateral and communications

**Education and Experience**

This position is designed for an energetic, creative, goal-oriented team builder with excellent leadership, organizational, and communications skills. The ability to work independently and collaboratively to execute a successful comprehensive fundraising and membership program is essential.

Applicants must have proven hands-on fundraising experience in raising annual gifts of $1,000 to $10,000 and major gifts of $25,000 and up. A minimum of 4-6 years’ experience in development, including fundraising for special events, is preferred. The successful applicant will have a track record of increasing fundraising revenues and meeting or exceeding fundraising goals.

Applicants must be able to write clearly and persuasively.

Prior campaign experience is desired, along with the ability to work effectively with management, trustees, and volunteers.

Bachelor’s degree required. Knowledge of and willingness to use Raiser’s Edge and other office management software desired.

**Compensation**

Salary, $80,000-$90,000

This full-time position offers a competitive salary and benefits. Interested applicants should submit a cover letter, résumé, and the names of three references to lyeend@columbusmuseum.com. Position open until filled. The Columbus Museum is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected veteran status.