

## **DEVELOPMENT DIRECTOR**

The Branch Museum of Architecture and Design (“The Branch”), located in beautiful Richmond, Virginia, is dedicated to exploring the impacts of design in everyday life, inspiring individuals and communities to create a more equitable, beautiful, and productive future. The Branch House – the museum’s home on Monument Avenue – was designed by John Russel Pope in 1916 and was listed on the National Register of Historic Places in 1967. Following significant repairs to the building, the museum has recently completed and is implementing a new five-year strategic plan.

The Branch is seeking a Director of Development. This front-line role reports to and works closely with the Executive Director and plays a principal role in generating required funds to meet programmatic and operational needs. The museum will launch a modest capital campaign in 2023 to upgrade its galleries. The Development Director will be part of a dynamic and committed Board and staff who are working to transform the museum with its new five-year strategic plan. They will be instrumental in communicating our plans and engaging people and funders in support of our revised mission. They will supervise and be supported by a Development and Membership Coordinator, a grant writer, and will have the support of the entire museum team, including the Events and Marketing Managers.

## **RESPONSIBILITIES**

- Manage the museum’s overall fundraising efforts for programs, operating budget, and capital needs, working closely with the Executive Director and the Board Development Committee to create an annual development plan and prospect cultivation.
- Identify, cultivate, and steward gifts from individuals. Facilitate Executive Director and Trustee relationship building with donors and prospects for major asks. Research prospects, create cultivation events, solicit funds, and generate pledges and planned gifts.
- Manage overall grant process in conjunction with program departments and grant writer; prepare grant proposals to corporate, foundation, and government funders; oversee evaluation reporting. Support communication to and stewardship of foundation funders in partnership with Executive Director.
- Oversee several special events, including our Virginia by Design (VAXDesign) Awards; create and execute strategies to make revenue goals through sponsorship, table sales, and sales of individual tickets. Work with Executive Director, Trustees, and staff to develop small to mid-size fundraising events such as house parties. Ensure follow up and assessment to effectively engage new supporters.
- Supervise Development and Membership Coordinator responsible for membership program, including cultivating new members, upgrading current members, and increasing renewal rate of existing members. Ensure membership benefits are fulfilled.
- Work closely with Marketing and Sponsorship Manager to cultivate and follow through on sponsorship agreements and benefit fulfillment for in-kind services and goods.
- Collaborate with program and marketing staff to develop compelling and relevant messages that inform, energize, and mobilize existing and prospective donors and members to donate and join.
- With the support of the Development and Membership Coordinator, ensure that the CRM (Bloomerang) and all development and membership materials are current. Work with the Finance Office to ensure accuracy of gift/donation records and deposits; and comply with audit standards.
- Prepare reports and briefings to identify progress against goals for the Executive Director and the Board of Trustees.

- Represent the museum at fundraising and other events.
- Oversee special projects and other duties as assigned by the Executive Director.

### **QUALIFICATIONS**

- Bachelor's Degree in a related field or equivalent combined education and experience; CFRE certification a plus.
- Five or more years of progressively responsible development experience, including previous campaign experience and a strong record of success planning and securing individual gifts, foundation and corporate support, and government grants.
- A strong commitment to and understanding of donor recognition and stewardship.
- Experience contributing to an organization during a growth stage a plus, including developing policy and implementing procedures.
- Stellar authentic relationship-building skills, cultural competency, and ability to tell a compelling story.
- High energy, poised, personable, humor, and excellent diplomatic skills are essentials.
- Strong writing skills, with the ability to produce and edit work appropriate for external audiences.
- Proven ability to take initiative, exercise sound judgment, follow through on commitments, and work independently.
- Technology fluent, including proficiency with CRMs (Bloomerang a plus), Excel, and leveraging other tools for fundraising.
- A commitment to design, museums, and preservation. Experience working in these areas or arts and culture a plus.
- Open-minded and excited by change, because every day is different at The Branch.

### **Working Conditions**

- This role is full-time exempt (40 hours/week) on-site, typically Monday-Friday (a Tuesday-Saturday schedule is available).
- Some evening and weekend hours will be required, especially during peak periods and special events.
- We recognize that burnout is prevalent in the nonprofit world and offer compensatory time for exempt staff, as well as a generous paid time off policy.
- Local travel required to meet with donors; must possess and maintain a valid driver's license.
- Must have the ability to lift/exert force to 25 pounds.

### **EEO Statement**

The Branch Museum of Architecture and Design is fundamentally committed to the diversity of our staff. Together, we aim to create and maintain working environments that are inclusive, equitable and welcoming. We encourage applicants from underrepresented groups who will enrich the mission of the museum. We do not discriminate against any individual or group of individuals based on age, color, disability, gender, national origin, race, religion, sexual orientation, or veteran status.

### **Compensation and Benefits**

This is an Exempt level, full-time benefited position located on-site in Richmond, VA. The annual salary is \$70,000, with growth opportunities in an expanding and progressive workplace. We offer generous paid time off, health insurance, a 403b retirement plan, with additional benefits being added in the new fiscal year. The museum must perform reference and background checks on all new hires prior to employment.

### **To Apply**

Please submit a cover letter with your resume that details how your experience and qualifications relate to the responsibilities outlined above to [info@branchmuseum.org](mailto:info@branchmuseum.org).

### **COVID Vaccination Requirement**

The Branch Museum of Architecture and Design expects all current and new employees to be vaccinated against COVID-19. New staff will be required to provide proof of vaccination. Employees may request a medical or religious exemption from vaccination and be willing to obtain weekly prevalence testing.

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