

Human Resources

JOB OPENING

October 12, 2009

POSITION TITLE: Director, Development & Marketing

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REPORTS TO:

Chief Operating Officer (COO)

STATUS:

Full-time, Salaried Exempt

JOB RESPONSIBILITIES:

The Director, Development and Marketing will supervise eight professional staff and oversee a total staff of approximately 20 to 25 people. He/She will be responsible for identifying and attracting visitors, members, press, broad-based audiences and contributed income to the Nelson-Atkins Museum of Art. The Director, Development and Marketing should develop and implement plans to accomplish steady growth of resources for operating expenses and projects (capital, endowment, art acquisitions, etc.) from major and planned gifts, an annual fund, membership, grants, sponsorships, and contributions. He/She must develop and implement an institutional advancement plan which guides existing museum marketing/community relations and audience development efforts, as well as creates a positive image of the Museum and develops productive relationships with the Museum's major constituencies.

Primary responsibilities include:

1. Create, develop, and staff major gift and planned giving programs.
2. Oversee all external affairs division programs through the management and direction of key departmental supervisors.
3. Establish a resource development program based on the systematic cultivation and upgrading of donors.
4. Manage fund raising efforts to support specific museum programs such as exhibition sponsorships, educational initiatives, and conservation grants.
5. Direct the membership program and the annual fund, both of which will assist the Museum in acquiring additional annual operating funds by building on the existing solid foundation and establishing higher goals for subsequent annual efforts.

6. Develop research on the Museum's audiences to establish goals and timelines for increased marketing and exposure to a wider range of audiences.
7. Coordinate the existing marketing efforts to maximize a total integrated marketing program.
8. Maximize the existing public affairs office and integrate its activities with the total marketing plan.
9. Represent the Museum to its various constituencies, including city, county, state and federal governments, neighborhood associations, other arts organizations and community groups of all kinds.

JOB REQUIREMENTS:

Preferred candidates will have a minimum of 10 years of increasing responsibility in the field of philanthropy. Strong preference will be given to those with experience in arts fundraising. It is essential that the successful candidate have personal experience managing annual campaigns and in-depth knowledge of capital campaigns, planned giving, and major gifts. Preference will be given to candidates who have experience in all aspects of fundraising and who have a working knowledge of marketing and public and community affairs. The Director, Development and Marketing must have a minimum of five years successful management experience developing and mentoring staff.

EDUCATION:

- A Bachelors degree is required; an advanced degree is preferred.

TO APPLY: APPLY VIA THE NELSON-ATKINS MUSEUM ONLINE APPLICATION PROCESS ONLY

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Or cut and paste the following URL into your web browser: <https://home.eease.com/recruit/?id=469265>

INTERNAL APPLICANTS:

Internal candidates will receive first consideration if they meet the minimum requirements. In addition to submitting the above materials, please fill out a job posting application. This can be found on the intranet or it is available at the Security Command Center. ***On your application we strongly encourage you to specifically address how you meet the requirements of this position and draw parallels or similarities to responsibilities and experience you possess.***

The Nelson-Atkins Museum of Art is an equal opportunity employer committed to a diverse workforce.

The Nelson-Atkins Museum of Art conducts post-offer drug screens