

POSITION DESCRIPTION

Director of Development (P/T)

The Museum of the African Diaspora (MoAD), a San Francisco-based non-profit organization, is seeking a results-driven, highly organized Director of Development to strategically plan and implement our fundraising and development program. MoAD, a young and dynamic organization based in the cultural district in downtown San Francisco, is the premier venue for the presentation, documentation and celebration of the culture and history of people of African descent throughout the world.

RESPONSIBILITIES:

- Design and implement our fund development plan.
- Lead and strengthen a comprehensive development strategy to raise funds from individual, corporate, foundation and government donors. Ensure that MoAD is positioned ahead of major funding changes or trends.
- Support the Executive Director and Board Members on all major fundraising initiatives.
- Create fundraising products such as capital projects, annual funds, endowments, membership drives, sponsorships, and grant applications to government agencies, corporations, and foundations.
- Ensure that every fundraising opportunity is handled skillfully with appropriate documentation and timely follow-up.
- Cultivate and tend relationships with the philanthropic community to encourage future giving.
- Oversee prospect research to ascertain funding criteria and eligibility and to develop relationships with Program Directors.
- Plan and supervise special fundraising events with the intention of enlarging donor base.
- Supervise Development Department staff.
- Significantly increase the number and size of individual donations.
- Lead well-planned prospecting and engagement strategies for attracting and cultivating new individual donors.
- Take primary responsibility for key funder relationships and ensure effective communication, involvement, and appreciation for each funder.
- Identify and implement strategies to strengthen, grow, and leverage each relationship, including connecting to other prospects.

MINIMUM QUALIFICATIONS:

At least 5-7 years of fundraising/development experience. Experience should encompass all aspects of fund development including event planning, membership development, grant writing, and relationship building with private and corporate foundations. Successful candidates should preferably have experience in organizing and managing a Capital Campaign. Marketing and public relations experience a plus.

Skills and Abilities:

- A people-person with a demonstrated track record of achieving ambition goals.
- An excellent project manager who has professional poise and exceptional written and verbal communication skills.
- Extremely attentive to detail, and comfortable with a heavy workload
- Highly organized, able to multitask and prioritize in a fast-paced environment.
- Able to motivate and train staff and volunteers in the implementation of the fund development program.
- Demonstrated knowledge of software and database programs.
- Highly motivated and independent, as well as, an effective collaborator and team player.

How to Apply:

To apply, please e-mail a cover letter and resume to jobs@moadsf.org no later than March 17, 2010. Resumes without cover letters will not be considered. No phone calls, please.