

## DIRECTOR OF DONOR ENGAGEMENT & DEVELOPMENT

<p><b>Position Title</b></p>	<p>Director of Donor Engagement and Development</p>
<p><b>Position Summary</b></p>	<p>The landscape, culture, and creative energy of Wisconsin’s Door Peninsula has attracted artists and art lovers for nearly a century. From painters, sculptors, and musicians to actors, poets, and writers, the County has been home to countless creative types, including visionary and Miller Art Museum founder Gerhard CF Miller, who have left more than their mark. They’ve created a vibrant and robust art community that continues to expand with each passing year. The Miller Art Museum has, since its inception in 1975, served as a pillar of this artistic community, providing artists and worldwide audiences an accessible platform for the exploration, appreciation, and advancement of the visual arts. The institution aims to become a leading cultural destination aspiring to serve both as a catalyst for the continued growth of the arts and a bridge to the broader art world.</p> <p>The Miller Art Museum—an anchor for nearly 5 decades in one of the nation’s most vibrant, authentic art scenes—seeks a dynamic development professional to join its staff and champion the development of the institution’s growing membership, fundraising initiatives, and development efforts. The DDED will have the exciting opportunity to work in partnership with a dedicated and passionate leadership team to drive the transformation of the museum during a pivotal and exciting time of change.</p> <p>The ideal candidate will be an innovative development professional who is able to enhance the museum’s strong reputation, is a strong and passionate advocate for the visual arts, and is able to successfully work to strengthen existing relationships with a proven track record of securing major gifts, cultivating and stewarding donor relationships, and successfully execute fundraising campaigns. The candidate will be a champion of the museum’s work, a skilled fundraiser, a strategic thinker, and a collaborative colleague who will contribute to ensuring the museum’s growth and its long term financial stability.</p>
<p><b>Specific Responsibilities</b></p>	<p>The DDED is responsible for overseeing all fundraising efforts of the Miller Art Museum, including its membership program, securing sponsorships for exhibits, events and programs, coordinating grant and foundation applications and reporting, organizing fundraising events, identifying and connecting with potential new sources of financial support, making and/or assisting major gift requests, encouraging donor support through estate and planned gifts, and developing and maintaining effective gift acknowledgment and stewardship initiatives.</p> <ul style="list-style-type: none"> <li>• <b>Nonprofit Culture:</b> Demonstrates a deep understanding of philanthropy and of the nonprofit sector, the culture of the institution and its role in the community; is able to clearly and effectively articulate and communicate the museum’s mission, goals, and achievements</li> <li>• <b>Fundraising Strategy:</b> In partnership with the Executive Director and Board of Directors, serves as the guiding architect of the annual development plan, calendar, and fundraising goals</li> <li>• <b>Board Engagement:</b> Leads the development of strategies to engage the Board in fundraising, fundraising events, and the cultivation of new donor prospects</li> <li>• <b>Individual/Business/Corporate Support Management:</b> <ul style="list-style-type: none"> <li>→ Manages the operation and growth of the museum’s donor base and membership, including stewarding of existing members, the actualization of higher-level gifts, and recruitment of new members</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>→ Develops and secures sponsorships to support exhibitions and programming.</li> <li>→ Oversees all fundraising appeals (electronic and mail)</li> <li>• <b>Maintenance of Donor Management System:</b> <ul style="list-style-type: none"> <li>→ Maintain complete and detailed donor files and databases for both general fundraising and capital campaign activities</li> </ul> </li> <li>• <b>Foundation and Grant Writing and Management:</b> Develops and maintains the annual calendar of foundation and grant applications and manages and prepares necessary proposals and reporting requirements</li> <li>• <b>Special Events:</b> Collaborates with museum staff and the Fundraising Committee to plan and execute special events and fundraisers</li> <li>• <b>Integrity:</b> Establishes policies, systems, and procedures with emphasis on professionalism and ethical standards for stewarding, acknowledging, tracking, and reporting gifts, maintaining complete confidentiality related to all donor relations</li> <li>• <b>Acknowledgement:</b> Ensure all gifts to the institution are acknowledged in a timely and appropriate manner per museum policy</li> <li>• Stay informed about current trends and best practices to foster a culture of growth and professionalism</li> <li>• Report regularly to the Executive Director and Board of Directors about the status and progress of development activities and growth</li> <li>• Other duties as assigned</li> </ul>
<b>Education and Work Experience</b>	<ul style="list-style-type: none"> <li>• A bachelor's degree in marketing, communications, arts management or business administration required with a minimum of 3 years of professional fundraising experience in a relevant position with a proven record of results</li> <li>• Prior work or volunteer experience working for or with a nonprofit visual arts or cultural organization/museum</li> <li>• Passion for the visual arts, and a genuine interest in the Miller Art Museum's mission</li> </ul>
<b>Knowledge, Skills, and Abilities</b>	<ul style="list-style-type: none"> <li>• Acts with integrity</li> <li>• Ability to build trusted relationships and be an effective ambassador</li> <li>• Self-motivated and results-oriented; can independently take initiative, manage time effectively, prioritize workloads, and work under deadlines</li> <li>• Maintains excellent relationship-building and interpersonal skills</li> <li>• Stellar written and oral communication skills</li> <li>• Ability and willingness to be flexible, make decisive decisions and act quickly when appropriate</li> <li>• Work collaboratively as a team member</li> <li>• Personal commitment to continuous learning, improvement, and openness</li> <li>• Frequent standing, walking, and sitting and the ability to lift 25 lbs.</li> <li>• Valid driver's license and the ability to travel to off-site locations for meetings</li> </ul>
<b>Position Reports To</b>	Executive Director
<b>Position Status</b>	Full-time
<b>Wage</b>	Commensurate with experience
<b>Schedule</b>	Monday – Friday with additional availability to work some evening/weekend hours.
<b>To apply</b>	To apply, send a .pdf of your cover letter and resume to <a href="mailto:employment@millerartmuseum.org">employment@millerartmuseum.org</a> and include 'Director of Donor Engagement and Development' in the subject line. Applications will be accepted and reviewed until the position is filled.