



Development Manager at Laguna Art Museum

Description

Our growing organization is looking for a dynamic new team member ready to jump in and start taking our organization to new heights. This is a great opportunity for someone who is ready to step up and into a management capacity and be a part of strategic decision-making while still being hands on. In this new role, you will have a chance to lead and execute our fundraising plans and create new ways to steward our donors into forever supporters. If you thrive in a small hybrid working environment and would enjoy working alongside and gaining expertise from the Executive Director, this is the position for you. The position reports directly to the Executive Director and will maintain a leadership role in a growing organization, and will interact directly with the staff, donors, industry professionals and board members.

About Laguna Art Museum

Laguna Art Museum is the longest serving art museum in Southern California. Connecting the public with California art and artists has been at the core of its existence since it was founded by artists in 1918. Perched on the cliffs above the Pacific Ocean, many of the museum's programs and activities are inspired by Laguna Beach's unbeatable natural environment. A new leadership team in 2021 has been focused on several major goals including expansive audience education, strengthening relationships with community, enhancing the museum's collection of art, increasing earned revenue to sustain operations and inspiring confidence in existing and new donor support. In 2022, the museum served more people than at any time in the last decade. Recently, the museum revamped its vision and mission to be *locally loved and nationally recognized*. Our mission is to enlighten and engage people of all ages through art that embodies and preserves the California experience.

Laguna Art Museum has an operating budget of \$2.8 million, and a constituent mailing list of 25,000 in its CRM (Altru). A strategic membership program, year-round annual appeal campaign, a Day of Giving, support for the museum's robust exhibition offerings, and a yearly fundraising event: the *California Cool Art Auction, Benefit & Bash*, are the museum's main sources of contributed revenue. Laguna Art Museum's grant writer brings an annual average of \$230,000 in foundation support. The museum's 20 Board of Trustees are generous, participate in the museum's events and activities and are involved in the success of Laguna Art Museum's future growth. A growing endowment of \$3.4 million dollars and a legacy program with \$3 million in promised gifts have been established for long-term growth and sustainability.

Reporting responsibilities: Executive Director

Management responsibilities: Development and Membership Assistant and Events Manager

FLSA Status: Exempt, full-time

Responsibilities for this position include, but are not limited to the following:

- Under the direction of the Executive Director, develop and implement a strategic Development Plan, Calendar and Budget that meets or exceeds annual current goal of \$2.8 M and that anticipates future growth
- Develop strategies to identify, approach, solicit and cultivate a diverse base of donors



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- Manage and broaden major gifts, planned gifts, annual appeal and membership campaigns
- Create campaign and fundraising specific language for promotional, printed and digital materials
- Communicate regularly with board and staff on active campaigns and fundraising initiatives, seek support from staff to drive activities to success
- Conduct site visits and donor tours, fulfill special requests for donor stewardship and achievement of strategic objectives of Development Plan
- In collaboration with the Development and Membership Assistant, ensure Altru database entries are maintained, gifts acknowledged and membership program and benefits recognized
- In collaboration with Deputy Director, Grant Writer and other department staff assist with gathering data and reporting on foundation grants
- In collaboration with Event Manager oversee planning and execution of fundraising events
- Assure timely and accurate reporting to the accounting and finance team
- Ensure compliance with all relevant regulations and laws, maintain accountability standards to donors, and ensure confidentiality and compliance with the code of ethical principles and standards of professional conduct for fundraising

Skills and Qualifications

We are seeking a candidate with a strong belief in the Mission and Vision of Laguna Art Museum, as well as the following:

- 3-4 years of experience working with museum or non-profit Development Department
- Relationship management experience; able to develop rapport with individuals and groups from diverse sectors
- Highly collaborative workstyle with outstanding interpersonal and communication skills (oral/written)
- Experience in public speaking (presenting, facilitating, training and/or recruiting)
- Working knowledge of the Altru (Blackbaud) or other non-profit CRM databases
- Able to work effectively and sensitively with confidential information
- Able to work successfully both in a team and independently
- Strong initiative and solid networking skills with ability to recognize and cultivate the potential for connections/partnerships
- Good judgment, able to make sound decisions and problem-solve effectively
- Solid organizational skills, comfortable multi-tasking and able to shift priorities quickly when needed.
- Strong commitment to quality and results with good attention to detail.
- High-level computer skills: proficiency in Microsoft Office, Customer Relationship Management (CRM) database (Altru experience a plus) and internet
- Reliable transportation, valid driver's license, state-required auto insurance minimums and willingness to travel as necessitated by job responsibilities
- Able and willing to work flexible hours (evenings and/or weekends as needed)

Language Skills:

Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write communications and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations.



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Mathematical Skills:

Ability to calculate figures and amounts such as discounts, mark-ups, interest, proportions, percentages, area, circumference, and volume.

Certificates, Licenses, Registrations:

Valid California State Driver's License required with acceptable driving record.

Physical Demands / Working Conditions:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee is occasionally required to stand; walk; sit; climb or balance; and stoop, kneel or crouch.

Work Environment:

Staff will work in general office conditions. This position requires a significant amount of computer work and use of general office equipment. Work will require occasional evening and weekend hours consistent with the museum's schedule of events and activities.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Compensation

Compensation for this position ranges from \$75,000 - \$110,300 per year, depending on candidate experience.

Contact with Others:

The position involves a significant amount of contact with museum staff, trustees, volunteers and the public. This includes occasional interaction with museum trustees, donors, members and staff that may be of a sensitive or confidential nature. Discretion and sound judgement is required.

To Apply:

Please send a resume and cover letter to svitale@lagunaartmuseum.org with "Development Manager" in the subject line.