

**Sandy Spring Museum**  
**Development Director**  
**Reports to Executive Director**

[Sandy Spring Museum](#) is a community-driven cultural arts and educational center located between Washington, DC and Baltimore. The museum is a catalyst for cultural arts programs like open mic nights; partner events like Bomba y Plena en el Museo; and community-gathering events like the annual Strawberry Festival. All programs are created by community members and/or rely on the community's active participation. We gather community to build a sense of place and belonging.

Over the past seven years, the museum's budget and staff have doubled in size. In addition to substantial increases in earned income, grants and gifts from individuals, the museum was recently the recipient of a \$200,000 donation for digitizing its archives.

We seek to continue this trajectory by bringing on a Development Director with experience in a community-focused organization, who brings energy, enthusiasm, and an entrepreneurial approach to his/her work, and who is creative and self-motivated. This is a new position.

**Primary Responsibilities**

*Working with the museum's Executive Director and Board of Directors, the Development Director is responsible for planning, organizing, and directing the museum's fundraising efforts related to major gifts, the annual fund and planned giving, and participating in planning and execution of special events as related to fundraising.*

- Manage the donor program with the goal of increasing the museum's financial sustainability and capacity for fundraising.
- Conduct donor and prospect research and prospect management; identify, research, and analyze prospects for major gift cultivation and solicitation.
- Create and steward (managing board member participation) a major gifts portfolio of 50 to 75 individuals, sponsors and partners capable of making annual gifts and commitments of \$1,000 or more.
- Work with staff to create and implement the communications strategy pertaining to fundraising and development.
- Strategize with staff to maximize income generated through special events.
- Within the first three years of employment, the Development Director will also create and lead a drive for endowment gifts and bequests.

*Work with the Executive Director to create, implement and evaluate a diversified and comprehensively written annual development plan with clearly defined goals, objectives, timelines and tactics.*

- Develop strategies for the cultivation, solicitation, and stewardship of individual, corporate, and foundation gifts. Tactics may include annual fund direct mail, e-solicitations, major donor

cultivation, community partnerships/sponsorships, special events, and a comprehensive giving campaign.

- Develop and implement an annual giving plan with the goals of retaining existing donors and cultivating new donors.
- Provide quarterly, analytical progress reports to the Executive Director that include quarterly revenue metrics and evaluations of processes and procedures related to development tactics.

#### *Donor Cultivation & Stewardship*

- Schedule individual prospect meetings for self, board members and executive director.
- Create and maintain trusting and productive working relationships with volunteers, donors, and sponsors of the museum.
- Track all donor contact in database.
- Attend events to steward existing and cultivate new donors.

#### *Manage the participation of the Advancement Committee and board members in on-going fundraising efforts*

- Run monthly Advancement Committee meetings to assign prospects and ensure prospects are moved through the pipeline from qualification to cultivation, solicitation, and stewardship by overseeing the management of the prospect/donor research, sharing capacity/affinity reports, and evaluating prospects.
- Guide the Advancement Committee in the organization of cultivation events for all prospects and in particular for high net worth individuals.

#### **OTHER**

Work to enhance the overall mission of the museum by working collaboratively with staff and volunteers.

#### **QUALIFICATIONS**

- 3 – 5 years experience managing a development program;
- Demonstrated success in relationship management and the ability to increase a donor base;
- Demonstrated ability to conceptualize and develop proactive prospecting methodologies to support organizational goals, including data mining, sophisticated constituent database queries, etc.;
- Demonstrated ability to work independently, prioritize work, and independently manage multiple, diverse and competing priorities while meeting deadlines;
- Strong project management skills and problem-solving skills and demonstrated ability to work in a demanding environment. Ability to maintain confidentiality and work with sensitive information;
- Demonstrated ability to be flexible and change plans as needed when new information is acquired.

Dress is business casual.

Salary is commensurate with experience. While most hours are worked between 9am – 5pm on weekdays, it will be necessary to attend evening and weekend events. SSM is willing to explore

mutually satisfactory flexible work schedules with qualified candidates. Benefits include generous paid vacation and sick leave, a SIMPLE IRA, and an employee-paid health insurance plan. Maryland is an employment-at-will state.

To apply, please send **a single PDF** with a cover letter detailing your relevant experience, a resume, and three references to [aweiss@sandyspringmuseum.org](mailto:aweiss@sandyspringmuseum.org). Applications will be reviewed as they are received.