

## **JOB POSTING**

Position:       **Director of Donor Impact**  
Full time, Exempt

Reports to:     Executive Director/CEO

The Albuquerque Museum Foundation seeks an accomplished fundraising professional with an established background in major-gift fundraising to serve as Director of Donor Impact. This role involves organizing and leading fundraising initiatives, working closely with board directors, staff, and volunteers, and building relationships with major donors. This is an exceptional opportunity for a high-performing fundraiser to partner with a committed staff and board to leverage the generosity of the community; help execute a capital campaign; and significantly expand the major gift pipeline to grow support for the Albuquerque Museum.

### **Responsibilities**

- Personally identify, maintain, cultivate, and successfully solicit a portfolio of high-level prospects and donors capable of making transformative major, capital, and planned gifts.
- Drive the acquisition and retention of both new and existing major gift supporters (four-figures and beyond) for all categories of contributed revenue (individuals, corporate, foundation, events, and sponsorships).
- In partnership with the Executive Director/CEO and three other development staff members, expand the organization's prospect pipeline and wealth screening efforts.
- Contribute to the annual fundraising plan to ensure that appropriate cultivation and stewardship occurs for donors and sponsors at all levels; assuring that each donor's intent is honored.
- Create and coordinate collateral for major giving prospects and donors, ensuring materials are informative, innovative, inspirational to supporters, and designed to fit our brand.
- Build and manage a dynamic corporate membership program.
- Develop portfolios of major gift prospects for cultivation and solicitation by the Executive Director/CEO and board members. Provide support, appropriate accountability, and strategic counsel to support their efforts.
- Provide staff support and guidance to the Development Committee and the Planned Giving Advisory Committee of the Board of Directors, and the Capital Campaign Committee/Cabinet.
- Provide regular and annual reports of activities as requested.
- All other duties as may be assigned by the Executive Director/CEO.

### **Qualifications**

The single most important qualification for this job is that you need to be a dyed-in-the-wool development professional with a substantial track record raising funds for a non-profit organization. What does that mean?

- You have at least three years of recent experience asking for AND securing major contributions for a mission-driven organization.
- You're NOT an accidental fundraiser who job hops, racking up small victories but never really making a major impact.

- You've sat across from dozens of potential supporters, and successfully connected their passions and interests to something your organization does, securing four-, five-, and (in a perfect world) six-figure gifts in the process.
- You're an exceptional networker, a people person at heart, someone with iron-clad ethics and a genuine passion for donor-centered fundraising.
- You work well as a part of a team, are deeply driven to achieve your personal goals, and love to make a difference through the organization you serve.
- You're comfortable with donor management and wealth screening software and systems. (We use Raiser's Edge NXT. Bonus points if you have too.)
- When we talk about philanthropic trends, strategies, and techniques... and best practices for DEI... you don't have to Google anything to catch up.
- You already have impeccable writing, public speaking, presenting, and organizational skills.

Beyond that, here are our like-to-haves:

- Because we're in New Mexico, we'd really love for you to have substantial fundraising experience in our neck of the woods, with lots of local knowledge.
- You've worked with a board of directors, helping them to make transformative contributions and be effective advocates for an organization.
- We'd like you to have your Bachelor's degree. Anything beyond that is gravy.
- A bilingual background (Spanish preferred) is a definite plus.
- Experience with grant writing, capital campaigns, as well as high-level philanthropic events, would be lovely.
- An ability to translate strategic goals into specific tasks would be helpful... as would previous supervisory experience.

### **Compensation & Benefits**

The Foundation will provide a competitive annual salary of \$60,000 to \$70,000 to a well-qualified candidate, based on experience. Additional benefits include:

- SIMPLE IRA with an employer match
- Medical insurance with United Healthcare
- Dental insurance with Delta Dental
- Flexible Spending Cafeteria Plan for unreimbursed medical expenses and dependent child care expenses
- Paid sick leave of (6) six days per year
- Paid personal time of (13) thirteen days per year, (18) eighteen days per year after (1) one year of employment

### **About Us**

The Albuquerque Museum Foundation is an independent, nonprofit corporation that provides funding to further the cultural, historical, and educational programs and exhibitions at the Albuquerque Museum, which is a division of the City of Albuquerque Cultural Services Department. The museum serves as Albuquerque's cultural center and a leading institution for art, history, and culture in the region. With its mix of highly esteemed permanent collections, world-class special exhibitions, events, educational programming, the Slate at the Museum Café, and the museum store, the museum offers a special place for visitors to gather, explore, and learn.

The Foundation's FY21 operating budget is \$1.95 million. Contributed income was \$1.11 million in FY20, and as of February 28, 2021, the endowment was \$11.76 million.

**Position Conditions**

Due to the responsibilities of this role – including the frequent need to meet with supporters at locations throughout the city and region – the successful candidate must be willing to work in-person full-time, and have access to reliable transportation to get around the community on their own for work obligations. This position requires flexible working hours including evenings and weekends on occasion, as well as the ability to work effectively with people of diverse backgrounds and promote a positive working environment and spirit of cooperation among colleagues.

**Values**

The Foundation champions five key values, embodying them in everything we do: Integrity, Diversity & Inclusion, Stewardship, Communication, and Respect.

**To Apply**

If you think you fit the bill for this position, please submit your resume and a cover letter to [info@albuquerquemuseumfoundation.org](mailto:info@albuquerquemuseumfoundation.org) by April 30, 2021.