

# CAREER OPPORTUNITY

## DIRECTOR OF ADVANCEMENT

(Development & Communications)

Art & History Museums – Maitland (A&H) seeks a dynamic Director of Advancement to lead the institution's team of museum professionals and volunteers in the creation and implementation of development (fundraising) and communications (marketing and public relations) activities.

### INSTITUTION OVERVIEW

Art & History Museums - Maitland (A&H)'s mission is to foster an appreciation for art and history through immersive experiences that celebrate Maitland's diverse cultural heritage and preserves the community's legacy embodied in Jules Andre Smith's Research Studio, our National Historic Landmark. As stewards of Maitland's premier cultural destinations, we will expand and enhance our educational opportunities and our sites where people gather, art is created and stories of the past are shared. We will inspire community engagement and ignite the imaginations of residents and visitors to continue the culture of innovation established by past generations.

In partnership with the City of Maitland, A&H currently operates five museums: the Maitland Art Center, the Maitland History Museum, the Telephone Museum, the Waterhouse Residence Museum and the Carpentry Shop Museum. The Maitland Art Center, originally known as The Research Studio, is metro Orlando's only National Historic Landmark. Activities include artist residencies, artists' studios, contemporary art exhibits, professional art instruction, interactive history exhibitions, hands-on history programs, lectures, films, special events, and more.

*Job Summary:* The Director of Advancement is a member of the senior leadership team and responsible for designing, implementing and administering the institutions multi-faceted development and communication functions. The primary responsibilities of advancement services include donor relations, individual giving, corporate and foundation support, memberships, fundraising events, capital and endowment campaigns, publicity, marketing and external communications.

### DUTIES

- Responsible for the multitude of Advancement Department functions, and supervises Advancement Team to develop department wide collaboration and consistency to achieve the organization's mission, goals and objectives and fulfill Advancement Department work plans;
- Works with Board of Directors, the Executive Director and the Advancement Team to design, implement and administer a successful Advancement Plan that includes, but is not limited to, a major gifts program, a planned giving program, annual giving appeals, a membership program, fundraising events, foundation grants, corporate sponsorships and in-kind services;
- Coordinates all capital campaigns and endowment campaigns in collaboration with the Board of Directors, the Executive Director and the Advancement Team;
- Develops and provides oversight of budget accounts for Advancement Department;
- Assists the Board of Directors and the Executive Director to maintain strong relationships with current and former individual donors, corporate supporters and foundation contributors;

- Identifies, cultivates and retains new individual, corporate and foundation funders with the assistance of the Board of Directors, the Executive Director and the Development Director;
- Works with the senior leadership team to identify funding priorities and integrate development activities into other areas of institutional operations;
- Works with the Advancement Team to design, implement and administer an innovative Marketing Plan that builds awareness of the institution;
- Train, supervise and retain Advancement Department volunteers;
- Support overall institutional operations by cooperating with staff colleagues, providing professional assistance to other departments; and
- Complete additional duties, as assigned by the Executive Director.

#### QUALIFICATIONS

- Knowledge of and experience with advancement methods and tools required;
- Superior written, verbal, and interpersonal communication skills;
- Outstanding analytical skills, problem solving skills, and presentation skills;
- Proven project-management skills with the ability to achieve results with nominal supervision;
- Excellent attention to detail;
- A team player with a strong work ethic who can develop a positive and highly productive work environment while maintaining flexibility;
- Ability to successfully interact and collaborate with key stakeholders to achieve results;
- Ability to prioritize, multi-task efficiently and respond to a high volume of ongoing requests in a timely fashion to meet deadlines;
- Ability to continually develop skills related to use of rapidly changing technology and communications best practices;
- Ability to adapt and be flexible in a dynamic work environment;
- Demonstrated success in working with a culturally diverse community;
- Proficient computer skills, including e-mail, Internet, and Microsoft Office, such as Word and Excel;
- Physical ability to lift objects weighing up to forty pounds (40 lbs.) and to sit up to ninety percent (90%) of the work day;
- Must be available for a flexible schedule that includes some evenings and weekends;
- At least five (5) years related professional experience; and
- A minimum of a bachelor's degree from an accredit college/university in a related field required.

#### SALARY and BENEFITS

A&H has a comprehensive compensation package with a starting salary range of \$40-44K

#### HOW TO APPLY

Apply in confidence to Executive Director Mark S. Harmon via email at [Mark@ArtAndHistory.org](mailto:Mark@ArtAndHistory.org). Please send cover letter, résumé (.pdf preferred), and names of three references with contact information. In cover letter, please address professional museum experience in relation to primary position duties. Review of applications will remain open until the position is filled. Please, no phone inquiries. Art & History Museums – Maitland is an equal opportunity employer.

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