



## JOB DESCRIPTION

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**Title:** Deputy Director of Advancement  
**Reports to:** Executive Director  
**Department:** Advancement  
**Schedule:** Full-Time

The Maltz Museum seeks a dynamic and strategic Deputy Director of Advancement to lead all fundraising, marketing, and communications efforts that support the Museum's commitment to celebrating cultural heritage, promoting inclusion, and inspiring dialogue among diverse communities.

As a key member of the senior leadership team, the Deputy Director of Advancement will oversee a comprehensive advancement program that inspires philanthropic support, strengthens the Museum's brand and visibility, and deepens community engagement. The Deputy Director supervises a talented team across development and marketing, working collaboratively to secure financial resources and share the Museum's powerful stories with audiences locally and beyond.

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### **Key Responsibilities**

#### **Fundraising & Advancement**

- Design and implement a comprehensive fundraising strategy, including annual giving, major and planned gifts, corporate and foundation relations, membership, and special events.
- Cultivate, solicit, and steward donors at all levels, building strong, lasting relationships that reflect the Museum's values and impact.
- Partner with the Executive Director, Board of Trustees, and Development Committee to expand philanthropic support.
- Lead initiatives to grow the endowment, launch capital campaigns, and explore innovative funding opportunities.
- Ensure robust data management, donor recognition, and reporting systems are in place and effective.

#### **Marketing & Communications**

- Develop and oversee a strategic marketing and communications plan that raises awareness of the Museum's exhibitions, programs, and contributions to the community.
- Strengthen the Museum's brand identity and ensure consistent, compelling messaging across all platforms—including print, digital, media relations, and social media.
- Foster media relationships and serve as a key spokesperson and advocate for the Museum.

- Collaborate with colleagues to create engaging campaigns that drive attendance, membership, and community participation.

### **Leadership & Management**

- Lead and mentor a skilled team in development, marketing, and communications, fostering a collaborative, high-performing culture.
  - Work across departments to align advancement activities with institutional priorities and programmatic goals.
  - Manage budgets and resources effectively, ensuring a strong return on investment and responsible stewardship of funds.
  - Establish and track key performance indicators to assess progress and guide decision-making.
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### **Qualifications**

- Bachelor's degree required; advanced degree or professional certification (e.g., CFRE) preferred.
- Minimum of 7–10 years of progressive experience in fundraising, marketing, or related fields, with at least 3 years in a leadership role.
- Proven track record of securing significant gifts and leading successful fundraising campaigns.
- Experience developing and executing marketing and communications strategies that drive engagement and visibility.
- Strategic thinker with strong leadership, organizational, and team-building abilities.
- Exceptional written, verbal, and interpersonal communication skills.
- Deep appreciation for the Museum's role as a cultural and educational resource, and a passion for fostering understanding and inclusion.

**Salary:** Commensurate with experience, plus benefits.

**To apply:** Please submit a cover letter with resume to [hr@mmjh.org](mailto:hr@mmjh.org). Only applications received via email will be accepted. No phone calls or snail mail, please. In your cover letter, please tell us why this job interests you. Selected applicants will be reviewed by the museum's search committee, and a background check is required as part of the hiring process. Job posting is subject to change.

### **Equal Employment Opportunity**

The Museum provides equal employment opportunity (EEO) to you and all applicants without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, disability, political affiliation, or other legally protected status. The Museum does not discriminate in hiring, training, compensation, benefits, promotion, transfer, discipline, or termination.

### **Non-Discrimination Policy**

The Maltz Museum is committed to providing a work environment in which all employees are treated with dignity and respect. Discrimination based on race, color, religion, sex, sexual orientation, pregnancy, national origin, gender identity, ancestry, age, disability, military status, veteran status, or any other classification protected by law, is completely unacceptable and will not be tolerated.