

**Newport Art Museum  
Job Description  
Director of Development**

**Summary**

The Director of Development is responsible for overseeing all aspects of the Museum's development activities, including the annual fund, major gifts, grant and foundation support, membership programs, sponsorship, special events, and planned giving.

**Organizational Relationships**

This is a full-time, salaried position reporting to the Executive Director, with supervisory responsibility for the Grants Writer, Membership Assistants, Special Events and Facility Rental Coordinators, and outside contract service providers as needed.

**Development Duties and Responsibilities**

- Develop and implement a yearly and long-range strategic fundraising plan
- Serve as staff representative of the development committee, working in tandem with the executive director to execute the board's fundraising activities
- Work with the Annual Fund chair to establish plan of action, management of solicitors, prospect identification, mail pieces, tracking and preparation of follow-up reports and acknowledgements
- Oversee and participate as needed in grant activities, including solicitation, preparation, site visits, and tracking of reports and acknowledgements
- Oversee individual and corporate membership program
- Solicit underwriting and sponsorship of special events, exhibitions and Museum programs
- Donor cultivation, gift acknowledgement, donor recognition, and activity tracking for all of the above fundraising areas, and any additional gifts. Reporting of all gifts for the board, media (as necessary), and the Annual Report
- Supervise and delegate tasks among development staff, special events and facility rental coordinators as needed and appropriate
- Oversee special events coordinator in planning and execution of all the Museums events, including Summer Gala, Wet Paint, Artists' Ball and other events as needed
- Support the executive director as needed with special correspondence, acknowledgements, phone calls, representation, public relations development, reporting, and other activities as needed.
- Planned Giving: long range planning, research, estate financing and investment education, brochure development, cultivation strategies, tracking and preparation of follow up reports and acknowledgements in support of general and specific funding needs, especially endowments
- Other tasks as needed

**Qualifications**

- At least 5 years of development experience
- Supervisory experience
- Excellent communications skills, both written and verbal
- Ability to effectively represent the Museum to the public
- Knowledge of and good connections with the business community and area foundations
- Fluency in Raiser's Edge helpful

Interested candidates should e-mail a resume and cover letter to:

[egoddard@newportartmuseum.org](mailto:egoddard@newportartmuseum.org), or mail to:

Elizabeth Goddard

Acting Director

Newport Art Museum

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