

Chief Development Officer Job Description

Reporting to and in partnership with the Executive Director (ED), the Chief Development Officer (CDO) will lead our development effort, establishing an integrated approach to all our constituents, building a strong foundation of support as Morven grows. The CDO will assist the Executive Director and Board Trustees in building all contributed revenue streams from individuals, foundations, and businesses to achieve fundraising goals. The Museum seeks a dynamic, outgoing individual with a passion for cultural fundraising and experience in building strong constituency support to ensure long and short term performance goals are met.

Responsibilities:

Develop and execute the museum's annual fundraising plan

Secure financial support from individuals, foundations, and corporations

With the ED, solicit upper level members to our Boudinot Society

Fundraise for special exhibitions and projects

Secure sponsorship of programs and events

Cultivate and maintain ongoing relationships with major donors

Manage grant program

Fundraise for our annual special events, Morven in May and Festival of Trees

Manage the Museum's donor database and implement a stewardship program

Attend Museum events and interact with members, donors, and guests

Other duties as assigned

Requirements:

BA (required), CFRE certification a plus

3 years minimum experience in development, arts or historical site preferred

Demonstrated excellence in organizational and communication skills

Highly collaborative interpersonal skills, strong organizational skills for tracking detail over multiple project deadlines.

Successful track record securing significant gifts

Knowledge of Raiser's Edge, Adobe creative suite, and Microsoft Office.

Some evening and weekend work required

To apply: Please send brief cover letter, resume, writing sample, and 3 references to info@morven.org

No phone calls.

Open until filled.