



Chief Development Officer, Baltimore Museum of Industry

Position Overview

The Baltimore Museum of Industry seeks a highly collaborative individual to lead fundraising activities in support of the museum's operating, capital, and special projects budgets, to expand our capacity to identify, cultivate, and sustain varied sources of funding, and to grow our corporate and individual relationships. As an integral member of our senior management team, the Chief Development Officer provides energetic and creative leadership to enhance and enlarge philanthropic and grant-derived investments in the Museum and fully engages in strategic decisions that guide the direction of the organization. The Chief Development Officer works with the Executive Director and the Board of Trustees to institutionalize best practices of philanthropy and fund development within the organization. The Chief Development Officer reports to the Executive Director and supervises two full-time development professionals.

Principal functions of this position include 1) raising funds for annual operating purposes, capital projects, and other special projects through close collaboration with the Executive Director, the Board of Trustees, and other volunteers; 2) developing constituencies through a comprehensive program of cultivation and recruitment of community leaders and prospects and; 3) leading and managing the Development department. The Chief Development Officer is responsible for the staffing of all development committees, and provides input and assists with staffing of committees assigned to governance, strategic planning, and other organizational processes with fundraising impact.

Established in 1977, the Baltimore Museum of Industry celebrates Maryland's industrial legacy and shows how innovation fuels ongoing progress. With an annual budget of \$2 million, our exhibitions, educational programs, and collections engage visitors in the stories of the people who built Baltimore and those who shape the region's future. The Baltimore Museum of Industry recently completed an institutional strategic plan that foresees significant growth in programs and services and calls for an increase in corporate philanthropy, and we are building readiness for a major capital campaign for the museum's campus.

If you are the right candidate for this position, you are an engaging, strategic, optimistic, and outgoing individual with a proven track record of development success, who can envision, plan for, and manage growth as well as adapt quickly in a fast-paced environment. You possess both leadership and managerial skills and will nurture growth in the development staff while working across museum departments to identify and leverage fundraising opportunities. You are a superior communicator who is passionate about the museum's mission and vision and whose enthusiasm inspires others.

Primary Duties and Responsibilities

Raising funds for annual operating purposes, capital projects, and other special projects through close collaboration with the Executive Director, the Board of Trustees, and other volunteers

- Plans and implements efforts to raise funds for operations, capital projects, and other special projects through innovative and traditional methods, including:
 - Leading implementation and analysis of the annual giving program, with a focus on growth
 - Supervising membership activities with an emphasis on analysis, growth in program, and integration of membership into other fundraising activities
 - Establishing and administering a planned giving program
 - Strengthening relationships with corporate sponsors and supporters
 - With Executive Director, managing all capital campaign activities including engaging the Board of Trustees and other volunteers in readiness for a major capital campaign
 - Overseeing two annual fundraising events
 - Overseeing and directing all aspects of grant funding opportunities and reporting
- Develops annual plans and timelines for growth-oriented fundraising, creates strategies, assigns staff and recruits volunteers, and sets expectations for achieving goals. Follows up to assure results.
- Regularly reports to Executive Director and the Development committee on status of fundraising effort, using comprehensive metrics that reflect “best practices.” Monitors and reports on own and delegated responsibilities to staff and Board.
- Stays current on trends, evaluates the effect of internal and external forces, keeps informed of best practices and essential laws and regulations impacting nonprofit fundraising.
- Ensures that philanthropy and fund development are carried out in keeping with the Museum’s mission, vision, values, and plans.

Developing constituencies through a comprehensive program of cultivation and recruitment of community leaders and prospects

- Partners with and motivates the Board of Trustees and other volunteers to be effective fundraisers; develops and implements strategies to build a broad base of supporters beyond the Board who will be advocates of, solicitors for, and donors to the Museum.
- Works collaboratively with the Marketing team and other museum departments to recognize and leverage opportunities for prospect and funder cultivation.
- Manages cultivation activities and programs to increase awareness and involvement of community members and public officials in affairs of the Baltimore Museum of Industry, engaging Board, Executive Director, and staff as appropriate.

Leading and managing the Development department

- Manages the day-to-day operations of the Development department and implements systems to achieve research, cultivation, recognition, and stewardship of donors and prospects. Establishes and monitors appropriate record keeping systems for timely and accurate processing, reporting, acknowledging, and collecting of gifts.

- Helps develop a balanced and efficient funding mix of donor sources and solicitation programs tailored to the needs of the organization that will enable it to attract, retain and motivate donors and fundraising volunteers and grow its revenue base.
- Prepares short and long-range strategic and operational growth-oriented plans with measurable growth indices for all aspects of the development effort.
- Supervises two full-time development professionals: a development manager and a grant writer
- Develops performance plans for all direct reports and evaluates performance. Supports staff professional development, communication, team building, and collegiality.
- Develops and regularly monitors and evaluates revenue and expense budgets.
- Creates written policies and procedures for the department in line with “best practices” in the field and ensures that such documentation is regularly reviewed and updated.
- In coordination with the museum’s Marketing staff, develops constituent communication strategies, and plans and oversees development of all fundraising-related print and online collateral materials, including an annual report.
- Acts as coach and advisor on fundraising practices for all employees of the Museum and models behavior that supports fundraising goals.
- Ensures appropriate staffing of all development committees and motivates the Board of Trustees and other volunteers to grow philanthropic support for the Museum; assists in the strategy and staffing of key volunteer leadership committees including Governance, Strategic Planning, and others that have an impact on fundraising effectiveness.
- Meets regularly with Board leadership to guide, counsel, and report on fundraising priorities and efforts.
- As assigned by the Executive Director, may be responsible for approving and evaluating fundraising vendors and consultants.

Qualifications

Knowledge:

- BA required, MA or CFRE certification and membership in at least one professional fundraising organization preferred
- At least 7 years of fundraising experience in a professional position required
- Knowledge of Altru or equivalent fundraising software; proficiency in Microsoft Office Suite

Experience:

- **Broad experience in multi-faceted fundraising efforts and success in producing charitable contributions**
- **Proven success in managing staff and supporting professional growth, and establishing relationships with volunteers to motivate and organize them**
- **Extensive knowledge of fundraising principles and experience building and maintaining relationships with donors through cultivation and stewardship**
- **Familiarity with the Baltimore philanthropic community is strongly preferred**

Abilities:

- **Superior written and oral communication skills**
- **Strong relationship-building skills**
- **An optimistic, can-do attitude, flexibility, and an ability to negotiate and work comfortably with diverse internal and external stakeholders; excellent listening skills**
- **Ability to set priorities; attention to detail; keen analytic, organizational, and problem-solving skills**
- **Ability to motivate others**
- **A passion for the mission of the Baltimore Museum of Industry**
- **A sense of humor is a plus**

Salary is commensurate with experience and is competitive for the region. We offer a comprehensive benefits package.

Applications will be accepted on a rolling basis through September 30. To apply, please send your cover letter, resume, and the names of three references to humanresources@thebmi.org.

The Baltimore Museum of Industry provides equal opportunity to all applicants for employment. No applicant shall be discriminated against on the basis of race, color, religion, sex (including pregnancy), national origin, age, disability, genetic information, or any other legally protected classification.