

University of Minnesota

Position Information

Job Code and Title	(9717) Development Officer
Position Title	Development Director, Weisman Art Museum
Job Code	9717
Requisition Number	153816
Position Category	Staff - Professional Non-Faculty
Appointment Term	A = 12 month
Appointment Type	Annual renewable contract (K)
Work Hours	8:00 am to 4:45 pm
Work Days	M onday thru Friday
Total Hours or % Appointment	100%
Full/Part-time	Full-Time
Starting Hourly Rate	Commensurate with qualifications and experience
Department Name	Art Museum, Weisman (285A)
College or Admin Unit	Academic Affairs
Campus Location	Twin Cities
Job Open Date	02-20-2008
Job Close Date	Open Until Filled
Internal Promotional Consideration	
Required/Preferred Qualifications	<p>Essential Qualifications</p> <ul style="list-style-type: none"> - Bachelor's degree required. - A minimum of five years demonstrated success in development and/or comparable professional experience in non profit, sales/marketing, or higher education; strongly prefer success in securing major individual gifts with

	<p>additional experience with planned giving and/or capital campaign planning and implementation.</p> <ul style="list-style-type: none"> - Excellent written and verbal communication skills - Excellent interpersonal skills, particularly the ability to work effectively with a diverse group of individuals - Demonstrated ability to work independently and with good judgment and attention to detail - Demonstrated ability to work as part of a team to support the strategic directions of the institute and the overall vision of the Director - Ability to manage complex projects from conception to execution, with attention to details - Professionalism, integrity, and discretion <p>Preferred Qualifications</p> <ul style="list-style-type: none"> - Advanced degree - Affinity with the visual arts - Past management of people/projects - Five years successful experience securing major gifts. - Evidence of entrepreneurial approach to fund-raising and development.
<p>Duties/Responsibilities</p>	<p>Working with the museum director, this position is responsible for establishing and implementing an overall fundraising and membership plan for the Weisman Art Museum at the University of Minnesota.</p> <p>Responsibilities</p> <ol style="list-style-type: none"> 1. Develop and implement a comprehensive annual and long-range development plan in collaboration with the museum leadership and the University of Minnesota Foundation. 2. Identify, cultivate, solicit, and steward individual, corporate, foundation and government agency prospects with an emphasis on acquiring major gifts. Utilize prospect coordination systems including maintaining donor records, filing call reports, documenting solicitations etc. 3. Develop and implement a strategy, including proposal and budget development, for soliciting a range of prospects and donors in the museum's portfolio. Facilitate and manage relationships between major donors and museum director. 4. Develop and implement a plan for the museum's participation in University-wide capital campaign. 5. Work closely with University of Minnesota Foundation staff to position the museum strategically with prospective donors. 6. Serve as primary liaison to the museum's Colleagues Advisory Board and its executive committee and work with museum director to develop annual board activities and functions. Facilitate activities of the Colleagues Advisory Board subcommittees on development and membership. 7. Oversee the activities of the museum's membership program including solicitation of members, policy/strategy development to expand program and development of promotional materials in conjunction with the director of public affairs. 8. Develop and maintain a thorough working knowledge of the Weisman Art Museum and its programs', effectively communicating its vision, mission, and priorities to prospects and donors. 9. Manage development assistant and associate. 10. Collaborate with other members of staff in creating effective fundraising programs for exhibit and program planning.

	<p>11. Continually update and utilize knowledge of traditional and emerging giving methods such as deferred giving, non-cash gifts, and tax implications.</p> <p>12. Travel regularly within the Twin Cities metropolitan area, Minnesota, and out of state to advance the museum's development goals. Occasional attendance at evening or weekend events will be required.</p> <p>Appointment The director's position is an academic professional classification, renewable on an annual basis. The appointment is 100%, 12-month, academic professional (Job Code 9717). Salary is commensurate with qualifications and experience. The University of Minnesota provides an outstanding fringe benefits package. Search will remain open until position is filled.</p>
<p>Program/Unit Description</p>	<p>Housed in a striking stainless steel and brick building designed by architect Frank Gehry, the Weisman Art Museum offers an educational and friendly museum experience. The museum's collection features early 20th century American artists such as Georgia O'Keeffe and Marsden Hartley, as well as a diverse selection of contemporary art. A teaching museum for the University of Minnesota and the community, the Weisman provides a fresh, engaging arts experience through an array of programs and a changing schedule of exhibitions. There's always something interesting to see and do at the Weisman.</p>
<p>Application Instructions</p>	<p>Application Procedure A complete application consists of the following materials:</p> <ol style="list-style-type: none"> 1) A letter of application expressing interest in and evidence of accomplishments related to the position. 2) A resume or vita. 3) The names, addresses, and telephone numbers of at least three professional references relating to your development work. (References will not be contacted without permission of applicant.)
<p>Does this position require a background check?</p>	<p>Yes</p>
<p>Web Link to Posting:</p>	<p>https://employment.umn.edu/applicants/Central?quickFind=70230</p>