



Contemporary Art  
Museum St. Louis

## Job Opportunity: Director of Development

The Contemporary Art Museum St. Louis seeks an experienced and well-qualified Director of Development to oversee all fundraising activities for a nonprofit organization with a \$2.5–3 million annual operating budget and \$15 million endowment. Reporting to the Executive Director, this position supervises and manages a three-person development staff. The Director of Development is a key member of the senior management team and works closely with the Executive Director and Board of Directors to achieve the Museum's fundraising goals.

### Responsibilities

- / **Strategy Development:** In consultation with the Executive Director and the Board, develop and execute a comprehensive development strategy that meets CAM's annual operating goals and lays continuing groundwork for increasing contributed revenues.
- / **Major Gifts:** Devise and implement progressive new strategies to acquire, renew, and upgrade major donors; devise program-based fundraising initiatives to attract and retain major donors and increase their loyalty. Oversee prospect research efforts and manage a portfolio of major donors.
- / **Stewardship:** Demonstrate extraordinary hospitality and care for donors and visitors through in-person interaction, written communication, and special opportunities to connect constituents with the Museum and its mission.
- / **Campaign Management:** Support the Executive Director and campaign leadership in the final push to close a major endowment campaign. Track gifts, create proposals, and provide strategic guidance for solicitations.
- / **Individual Giving:** Oversee CAM's annual membership program and its associated benefits; develop new programs to increase the participation of members. Identify opportunities and provide solicitation strategies for restricted gifts to support exhibitions, programs, and special projects.
- / **Institutional Fundraising:** Manage the Museum's diverse relationships with government, foundations, and corporations for continued success in institutional fundraising. Supervise the research and timely preparation of all foundation, corporate, and government grant proposals, and oversee grant stewardship, administration, and reporting.
- / **Board Relations:** Work with senior management to motivate and strengthen the Board in its role in development; expand, manage and coordinate the Board members and other volunteers' involvement in fundraising activities. Participate in strategic and campaign planning. Assume an active role in serving and supporting the Board and Board committees.
- / **Events:** Work closely with staff, trustees, and other volunteers to maximize the effectiveness of CAM's member and special events. Oversee the planning, production, and fundraising efforts of the annual gala.
- / **Staff Management:** Supervise an enthusiastic development team. Recruit staff as necessary, and actively coach and mentor direct reports to succeed.
- / **Financial Management:** Formulate annual development budgets, track financial performance, prepare the necessary interim financial reports and fundraising projections, and monitor department expenditures.

### Qualifications

- / Bachelors degree or equivalent experience.
- / Minimum five years of development leadership experience.

- / Demonstrated track record of successfully closing major gifts and exceeding contributed income goals in a sophisticated donor environment.
- / Excellent communication skills and interpersonal skills. This includes the ability to connect with people from diverse racial and socioeconomic backgrounds as well as being able to inspire others with CAM's mission through written and in-person messaging.
- / Experience managing people and working effectively within a fast-paced, creatively-driven organization, with a drive to learn and collaborate in a dynamic environment of 18 full-time staff.
- / Strong planning, strategy, financial, budgeting, and analytical skills.
- / Knowledge of the visual arts and a passion for CAM's mission, programs, and future plans. Familiarity with contemporary art and the local arts and culture community is a plus.

### **Diversity, Equity, Access, and Inclusion**

CAM commits to creating environments that are equitable, just, and accessible without discrimination toward a person's race, gender identity, class, sexuality, ethnicity, religion, age, ability, and national origin. Employees at CAM are expected to contribute to the advancement of equitable, inclusive organizational practices.

### **Compensation**

Compensation, including benefits, is competitive and commensurate with qualifications and experience. The salary range for this position is \$90,000–\$110,000.

### **Application Instructions**

Please submit the following materials to [work@camstl.org](mailto:work@camstl.org) with the subject line "Director of Development."

- Cover letter
- Resume
- Three (3) professional references, who will not be contacted without the approval of the candidate

All inquiries and materials will be confidential. Applications will be acknowledged .

### **About the Contemporary Art Museum St. Louis**

The Contemporary Art Museum St. Louis works to enrich lives and inspire curiosity, creativity, and learning through experiences with contemporary art. Focused on a dynamic array of changing exhibitions, the Museum reflects and contributes to the global cultural landscape while engaging thousands of visitors through a wide array of public programs. CAM nurtures the creative minds of our city's youth through free, in-depth art education, making a long-lasting impact on the community. We are a site for discovery, a welcoming space, free and open to all.

CAM is an equal opportunity employer and does not discriminate on the basis of race, color, religion, gender, sexual orientation, gender identity or expression, disability, age, family responsibilities, national origin, or veteran status. We value a diverse workforce and an inclusive culture.