

**NATIONAL JAZZ MUSEUM IN HARLEM
DIRECTOR OF DEVELOPMENT
POSITION DESCRIPTION
FY12**

No phone calls.

Position Summary

The Director of Development is the chief fund raising staff member for the National Jazz Museum in Harlem. In collaboration with the Executive Director and the Board, the Director of Development plans and implements all fund raising strategies. The Director of Development also works with the Artistic Director, consultants, campaign directors and other staff to carry out development initiatives related to the multifaceted operations and programs of the organization and its capital campaign. The Director of Development conducts prospect and trend research to support implementation of programs for cultivating and soliciting donors from all sectors. This position manages and oversees the use of fund raising software, analyzes and reports data to senior staff and the Board, and participates in design and execution of special events. The Director of Development maintains an active donor recognition and stewardship program to assure accountability and extend relationships with funders. The Director of Development facilitates the Board's identification, cultivation, and solicitation of prospects, and helps the Board reach its fund raising goals.

The Director of Development reports to the Executive Director, and supervises the Development Associate.

Position Responsibilities

Leadership and Planning

1. Support and partner with the Executive Director, the Artistic Director, Board members, and fund raising consultants on all fundraising initiatives.
2. Actively work with the Executive Director and Artistic Director to create a comprehensive development plan for the cultivation and solicitation of support from institutional funders and individuals.
3. With active participation from staff and Board leadership, craft a major donor campaign that begins with the Board and Board members' networks.
4. Participate with the Board, senior staff, and development consultants in planning and executing special events (including donor cultivation opportunities).
5. Collaborate with the Director of Marketing, or staff and consultants acting in that role, on revenue generating strategies (e.g., memberships, underwriting and sponsorships, etc.).

Research, Cultivation, and Solicitation

1. Conduct prospect research and establish priorities for solicitation.
2. Research and maintain currency with trends in philanthropy, including but not limited to those affecting museums.
3. Manage and execute strategies for cultivating and soliciting donations from all giving sectors.
4. Develop and maintain ongoing relationships with major donors.
5. Implement plans for maintaining a large base of smaller, annual individual donors.
6. On an ongoing basis, work to raise the giving levels of all donors.
7. Write grant proposals and complete applications for funder consideration.

Development Operations and Management

1. Supervise development staff.
2. Assure that fund raising support mechanisms and systems (e.g., calendars, databases, etc.) are properly managed and current
3. Coordinate efforts and facilitate the work of development consultants and campaign directors.
4. Manage the identification, purchase, installation, and use of fund raising software.
5. Assure accuracy, completeness, and functionality of development databases.
6. Monitor all donor information and provide statistical analyses for the Executive Director, the Artistic Director, and the Board.
7. Assist in the staging of special events.

Stewardship and Reporting

1. Develop and implement a stewardship program to recognize philanthropy, assure accountability to supporters, and cultivate deeper ties with donors.
2. Monitor and report regularly on the progress of the development program.
3. Report use of funds and impact of gifts to all donors (in addition to the reporting required by grant agreements).

Support to the Board of Directors

1. Support the Board of Directors in identifying and soliciting gift prospects.
2. Help to develop the Board's fundraising capacity.
3. Serve as staff to the Board's Development Committee.
4. Identify and recommend for recruitment new Board members.

Interested candidates should forward a cover letter, resume, and any supporting documents to:

The National Jazz Museum in Harlem
Attention: Tracy Austin, Administrative Assistant
104 East 126th Street, Suite 2D
New York, NY 10035

If you are sending documents electronically, please forward them to taustin@jmih.org. In the subject line: Prospective Candidate: NJMH Director of Development position.

We are not accepting phone calls or emails with questions at this time. We appreciate your interest.