



CONFIDENTIAL JOB DESCRIPTION

**SENIOR DIRECTOR OF DEVELOPMENT
MUSEUM OF THE AFRICAN DIASPORA**

SAN FRANCISCO, CA

COOK SILVERMAN SEARCH

336 Bon Air Center, Suite 300
Greenbrae, CA 94904

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ABOUT THE MUSEUM OF THE AFRICAN DIASPORA

The Museum of the African Diaspora (MoAD), is shaping a new vision for its future – a vision that builds on its unique history and values, and propels its mission into the 21st century. MoAD seeks to build a deeper understanding of the Black diaspora through contemporary art exhibitions, public programs and education programming for K-12 that cultivate wonder and excitement about the ways in which our personal histories are all connected. As a Smithsonian Institution Affiliate, situated in the heart of the Yerba Buena Arts District, MoAD is actively engaged in building a thriving inclusive community that inspires, educates and connects people of all ages and backgrounds.

For more information on MoAD please visit www.moadsf.org.

POSITION OVERVIEW

The Senior Director of Development is responsible for all development activities, including creating and implementing a strategic plan for fundraising growth and sustainability.

REPORTING RELATIONSHIPS

The position reports to the Executive Director and is responsible for managing a small development shop, including an administrative associate, institutional giving manager, special events director, and grants manager. The position is also responsible for working with board members and other volunteers to accomplish the goals of the position.

PRIMARY RESPONSIBILITIES

- Identify, cultivate, solicit and steward annual fund, major gifts/leadership gifts, foundation, corporate and planned gift prospects in collaboration with the Executive Director and Board members.
- Provide strategic fundraising direction to Executive Director and Board.
- Work closely with Executive Director and Board volunteers to cultivate, solicit and steward major gifts and leadership gifts prospects.
- Build a major gifts program including identification, cultivation and solicitation of major donors.
- Conduct corporate and foundation fundraising activities including research, proposal writing, and reporting requirements.
- Oversee and manage the annual gala fundraiser
- Direct the annual fund program, including direct mail, email solicitations, and social media solicitations and membership.
- Adhere to fundraising best practices with regards to policies and procedures.

- Develop and implement a robust planned giving strategy.
- Oversee maintenance of the donor database.
- Develop and manage the departmental revenue/expense budget in coordination with Executive Director.
- Assist with Board recruitment, training, and development.
- Oversee creation of publications to support fund raising activities.
- Maintain gift recognition programs.
- Work with Communications and Marketing manager to develop and implement communications strategies to support Development activities.
- Perform other related duties as requested.

QUALIFICATIONS

- Ten plus years' progressive experience with quantifiable results in all areas of fundraising
- Bachelor's degree required
- Knowledge of SF Bay Area philanthropic community
- Commitment to and enthusiasm for the mission of MoAD
- Proven track record of setting and attaining successful fundraising goals
- Proven success in major gifts identification, cultivation, solicitation and stewardship, annual fund management, corporate and foundation relations and membership
- Ability to be highly organized, efficient and effective in task and time management
- Ability to manage multiple projects, initiatives and events in parallel
- Demonstrated ability to collaborate with peers, Board of Directors, Volunteers and community leaders and members
- Experience making presentations to audiences, large and small
- Ability to effectively communicate mission and goals of organization
- Ethical compliance, as defined by the Association for Fundraising Professionals
- Excellent written and verbal communication skills and engaging interpersonal skills
- Demonstrated proficiency in Microsoft Office suite, and internet research skills
- Ability to work in high-visibility, fast-paced environment
- Confidentiality and professionalism

TO APPLY

To apply for this position, or for additional information on the opportunity, please send a copy of your resume with a cover letter to Victoria Silverman at apply@cooksilverman.com.

All applications and inquiries will receive a response and be kept strictly confidential.

MoAD is an Equal Opportunity Employer.