

ORGANIZATION: Hammer Museum
POSITION: Director, Donor Relations
LOCATION: Los Angeles, CA
WEBSITE: www.hammer.ucla.edu
TO APPLY: Please send resume and cover letter to HAMMERDDR@pbrsearch.com

BACKGROUND

The Director, Donor Relations reports to the Deputy Director, Advancement and works closely with the Museum Director to design a comprehensive and integrated fundraising program for individual contributed income sources for the Museum's annual giving programs and special capital projects. The incumbent implements tactics to support an overall strategy and build a major donor base, managing a portfolio of 100-150 donors and prospects, with an emphasis on five-to seven-figure gifts and an annual fundraising goal of \$5M. The incumbent manages the domestic and international donor travel program and oversees upper-level donor groups. Additionally, the Director, Donor Relations regularly liaises with the curatorial and programming staff for donor cultivation and solicitation, and collaborates on the design and implementation of all donor events. The Director, Donor Relations is expected to attend Museum donor functions and to have frequent written and oral communication and interaction with all levels of donors, prospects and volunteers. The incumbent also works directly with the Museum Director on special projects as they arise.

RESPONSIBILITIES

The Director, Donor Relations reports directly to the Deputy Director, Advancement, and to the Museum Director for special projects as assigned. The Director of Donor Relations responsibilities include the following:

Cultivation and Solicitation of Individual Giving

- Manage a portfolio of major donors and prospects with an emphasis on gifts of \$10,000 to \$1,000,000.
- Devise specific strategies and timetables for the successful solicitations of individuals and major donors.
- In collaboration with Deputy Director, Advancement, plan annual calendar of cultivation events such as lunches, dinners, lectures, and receptions for prospects and donors.
- Participate directly in solicitation meetings and calls when appropriate.
- Regularly interact with prospects and donors through personal meetings, attendance at special events, telephone conversations, and correspondence.
- With Deputy Director, Advancement and Museum Director, attend personal meetings and propose donor opportunities to prospects.
- Write special gift acknowledgments, proposals, and special solicitation correspondence.
- Draft high-level donor and VIP correspondence for Museum Director, ensuring that key acknowledgements are sent in a timely manner.
- Review all outgoing solicitation documents including proposals, general appeal letters, invitations, and special solicitation correspondence.
- Use available data to develop constituencies, identify prospects, and set strategies for approaching prospects, including matching prospect/donor interests with the Museum's programming, exhibition, and education needs.
- Work closely with the Assistant Manager, Membership in the systematic review and analysis of potential prospect information through Raiser's Edge and outside sources, and the subsequent creation of a bimonthly pipeline report. Formulate recommendations on identified prospects based on an understanding of the needs and future plans of all the departments of the Museum.
- Plan and oversee annual fund solicitation with Director of Development and Assistant Manager, Membership.
- Meet or exceed department performance standards for solicitations.
- All other individual giving duties as assigned.

Donor Travel Program and Fundraising Events

- In collaboration with Chief Curator and Director, design and arrange domestic and international Board and donor trips (average of one each per year).
- Manage support staff in the coordination of trip logistics.
- Assist Museum Director in responding to VIP requests for special tours and information.
- In collaboration with Deputy Director, Advancement, participate in the planning of all Museum fundraising events and oversee all aspects of individual table and ticket sales.
- Lead the outreach and solicitation strategies for the Gala in the Garden and K.A.M.P.
- Participate directly in the Gala ticket and table sales and sponsorships.
- Assist Museum Director with projects of varying scope and scale that are unique to Director's Office.
- All other donor travel and fundraising event duties as assigned.

Donor Events and Stewardship

- Oversee all aspects of the gift acknowledgement process for individual and membership contributions to the Museum.
- Collaborate with Deputy Director, Advancement and Director of Development in the planning and implementation of all donor events for the Museum.
- Work with all relevant departments, such as Membership, Public Programs, to organize appropriate donor acknowledgement and stewardship events.
- Attend all Hammer donor events as needed and as appropriate, including offsite, evening, and weekend events.
- Perform event follow-up duties, including appropriate correspondence.
- All other donor event and stewardship duties as assigned.

Department Administration

- In collaboration with Deputy Director, Advancement and Director of Development, produce short- and long-term development budgets, goals, objectives, strategies, and timelines toward achieving fundraising and programmatic deadlines.
- In collaboration with Director of Development and Chief Curator, plan Board of Overseers meetings and oversee coordination of correspondence, meetings, and materials.
- Recruit, interview, select, and supervise qualified staff in accordance with University policies and procedures.
- All other administrative duties as assigned.