

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

BACKGROUND

Working closely with the Museum Director, the Deputy Director, Advancement is responsible for the vision, leadership and overall execution of the Museum's fundraising strategy, including the identification, cultivation and stewardship of prospects and donors across all funding areas, including individuals, foundations, corporations, and government grants, with an emphasis on expanding the donor base to include the next generation of major donors. The Deputy Director is a member of the senior leadership team at the Museum and as part of that team will work closely with the director to integrate development efforts with all museum functions.

The Deputy Director, Advancement will lead a team of 14 and oversee, through subordinates, a comprehensive membership and visitor experience program, government and foundation grants program, events, corporate sponsorship/membership/rentals, donor relations, and the day-to-day administration of gifts. S/he will work closely with members of the Board of Directors and Board of Overseers to provide support to Board Advancement and Nominating Committees.

The Museum is currently engaged in a \$180 million capital campaign to renovate galleries and transform the entire museum space to include additional programming and support areas, as well as newly-acquired floors in the building tower. The Deputy Director, Advancement will lead the development team in meeting annual fundraising goals of \$15 million in contributed income. The Deputy Director, Advancement will work with the director to assess fundraising initiatives currently in planning and provide support for such endeavors.

RESPONSIBILITIES

Overseeing four direct reports (Director, Development; Director, Donor Relations; Associate Director of Development; and Manager, Events) and a total team of 14, the DDA is primarily responsible for meeting aggressive annual fundraising and campaign goals. Specific responsibilities:

Annual Fundraising

- As a member of Museum Director's cabinet and senior management team, contribute to the development of long-range institutional, strategic, intellectual, artistic, and outreach goals for the Museum.
- Lead the development of an ambitious fundraising program to support annual operations, capital improvements, endowment growth, acquisitions, and special projects. Create a strategy and plan to achieve fundraising goals and objectives over the next ten years.
- Maintain a robust portfolio of Museum donors and prospects for cultivation, solicitation, and stewardship.
- Create and execute a plan to effectively engage board members, Museum Director, Chief Curator, curatorial team and others as appropriate in all fundraising activities and donor relations.
- Working within an established budget, ensure that the department has the staff and operational resources to meet immediate and long-term goals.
- Lead manage, and inspire staff ensuring they have the skills, training, and support to meet fundraising objectives while also realizing individual goals for professional growth and development.

Capital Campaign

- Serve as a key member of the capital campaign team working closely with the Museum Director and Deputy Directors.
- Work with the Museum Director, Chief Communications Officer, and outside consultants to unify messaging and strategic communications around the campaign and ensure a cohesive vision for the Museum is shared through every contact point.
- Identify, qualify, and cultivate prospects for the capital campaign.
- Staff and engage Board members and volunteers for fundraising events and solicitation proposals for capital gifts and naming opportunities.
- Negotiate major gifts, naming opportunities, and sponsorship agreements on behalf of the Museum.

Board Relations, Special Projects, and Events

- Staff Board of Overseers and Board of Directors' Advancement Committee for all meetings and matters related to fundraising.
- Direct all logistical details and arrangements for Board of Overseers meetings.
- Plan Overseers meetings in consultation with the Museum Director and Chief Curator.
- Staff the Board of Overseers and Board of Directors Nominating Committee, and maintain and qualify pipeline of prospective candidates for all Boards.
- Work with Museum Director and Museum Board members to plan special development events including cocktail parties and dinners; and then through subordinates supervise and ensure the success of those events.
- Provide leadership and management for special Museum-wide events as they arise and provide strategic direction and focus to Museum staff as needed.
- Design and implement donor travel program and donor trips.
- Oversee management of special Hammer Editions and through subordinates and outside consultants, oversee all logistical details and budgets for special fundraising initiatives.