

## **Director of Advancement**

The Westmoreland Museum of American Art seeks a creative and entrepreneurial Director of Advancement to join our team. The Director of Advancement is a senior leadership position responsible for all fundraising efforts and earned income activities. The incumbent manages staff and collaborates with senior and executive leadership of the Museum in conceiving and implementing strategic initiatives that will fulfill the Museum's vision and provide a secure future. The position reports directly to The Richard M. Scaife Director/CEO.

This is an exciting time for the Museum as it develops a new strategic plan and launches new initiatives. It will be an opportunity for the new Director of Advancement to directly shape the future of the Museum. The Westmoreland offers a very competitive salary and benefits package.

### **RESPONSIBILITIES:**

#### Fundraising

1. Responsible for all fundraising and grant writing, including foundation, corporate, individual, government, annual fund drives, planned giving, capital and endowment and special events.
2. Oversees all membership activities, analyzes giving history, develops strategies to maintain and grow membership, and collaborates with Marketing, Education, and Curatorial on activities.
3. Collaborates and strategizes with the Richard M. Scaife Director/CEO, senior staff, consultants and Board on capital and endowment campaign initiatives.
4. Builds and maintains relationships in the community by regularly attending local chamber and other business events as well as events of other community organizations, foundations, etc.
5. Oversees organization's local, state and federal government relations efforts, including managing relationships with county commissioners, elected officials and other government stakeholders.
6. Advocates for Museum initiatives through public speaking and other opportunities.
7. Works with Museum volunteer committee to raise money on behalf of the Museum.
8. Supervises staff by hiring, training, directing, monitoring, communicating and evaluating performance.

#### Senior Leadership

9. Participates in strategic planning process as a member of senior management team, including process study and presenting recommendations for improvement.

### Earned Income

10. Responsible for earned income activities, including Museum Shop (which includes retail, online, wholesale and distribution activities and setting sales goals), Museum rentals and special events, Museum Cafe and product development activities.

### QUALIFICATIONS:

- Bachelor's degree
- Five years of experience in a senior management position in nonprofit arts organizations. Prior supervisory experience required.
- Prior experience and a proven track record in budget management, grant writing, social enterprise and earned income activities. Knowledge of financial management helpful. Prior experience with database and customer relationship management systems.
- Must be highly proficient with technology including MS Word, Excel and PowerPoint.
- Strong relationship management skills.
- Have a collaborative spirit and sense of humor.
- Must have excellent communication skills.
- Knowledge of the southwestern Pennsylvania philanthropic community.

### Licenses

Valid PA driver's license.

### Working Conditions

May travel for professional conferences and must be able to drive to local meetings and events.

The Westmoreland Museum of American Art is an EOE.

Interested candidates, please send letter of interest and resume to [careers@thewestmoreland.org](mailto:careers@thewestmoreland.org). No phone calls, please.