

ALBANY INSTITUTE OF HISTORY & ART

Director of Development

The Albany Institute of History & Art seeks a Director of Development (DOD). The DOD is responsible for providing leadership and strategically managing all of the Institute's fundraising programs, including membership, special events, annual fund, and grants management, major gifts, and endowment campaigns. The DOD reports to the Executive Director and works closely with the Board Development and Event Committees. DOD oversees a staff of 3. A minimum of 7 to 10 years of demonstrated fundraising experience required, in a cultural environment. A baccalaureate degree is essential; a master's degree is preferred. This position is currently vacant and will be filled as soon as possible. Qualified candidates should email a cover letter, resume, and writing sample to: Tammis Groft, Executive Director, grofttk@albanyinstitute.org by November 9, 2018. No phone calls.

Mission: The Albany Institute of History & Art connects diverse audiences to the art, history, and culture of the Upper Hudson Valley through its collections, exhibitions, and programs.

Vision: The museum brings a global perspective to the art, history, and culture of the Upper Hudson Valley creating physical and virtual experiences for the education, entertainment, and inspiration to all visitor.

Tagline: Connecting people to art and history since 1791

Historical Background: Founded in 1791, the Albany Institute of History & Art is the oldest museum in New York State and the second oldest in the country; The Charleston Museum in South Carolina opened in 1773. Originally known as The Society for the Promotion of Agriculture, Arts and Manufactures, it was supported by the New York State Legislature with the purpose to improve the state's economy through advances in agricultural, arts, and manufacturing. In accordance with the condition that they meet where the legislature convened, the Society moved to Albany in 1797 when it became the state capital. Over the years the museum's named changed seven times and we evolved and transformed ourselves to meet the changing needs of our community.

Recent History: From 1993-2000, the Albany Institute raised \$17 million to bring the museum galleries and facilities up to 21st century standards with a renovation and expansion project which was completed in September 2001. Since 2012, the museum launched a robust website that provides public access to museum collections, expanded service to a broad community of educators, offers an online museum shop, opened a new café, and expanded community engagement and reach.

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Collections of National Significance: The Institute's museum and library holdings form the best collections in the United States documenting the life and culture of the Upper Hudson Valley region from the late seventeenth century to the present day. With more than 35,000 objects and one million documents in the library, it is an important resource for the region, giving our community a sense of the part the Hudson Valley played in the American story, and our own place in history.

Educational Outreach: Education Programs serve 10,000 students, teachers, adult learners and families every year. The museum education department's mission is to connect our community to our collections and exhibitions through life-long learning opportunities that serve toddlers to older adults. We develop programs for school children and their teachers that provide formal learning experiences that support their curricula; and a full range of informal, public programs for our community that help people of all ages connect to arts and culture and to each other. Every program we offer has been developed using formative and summative evaluation processes and all projects are tested and piloted before fully implemented. Education programs are organized into three areas of learning: Schools and Teachers Programs, Public Programs and Community & Collaborative Programs.

Leadership: The Albany Institute is an important leader in the region, and collaborates with other community organizations such as schools, colleges, health, and social services and accomplishes in its exhibitions and educational programming, and for the diversity and quality of its public programs. In 2014-2015 we were re-accredited by the American Alliance for Museums in recognition of the museum's Best Practices, completed a four-year Strategic Plan.

Albany Institute Staff: The Albany Institute of History & Art has a full- and part-time staff of about 20; a membership base of 1200; and is governed by a 36-member board of trustees. The museum has an annual operating budget of about of \$1.8 million.

There are 4 positions in Department: Director of Development, Major Gifts Officer, Membership and Special Events Manager, and Database and Department Coordinator.

Position and Responsibilities:

The Director of Development reports to the Executive Director, and works closely with the Development Committee, Board of Trustees, the museum's senior management team, and other museum staff.

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The Director of Development will:

1. Work with the Executive Director and the Board to review and execute a strategic and comprehensive development plan that will meet the operating needs of the museum.
2. Aggressively lead and direct the organization and implementation of the museum's fundraising activities from individual, foundation, corporate, grant, and government sources. Key initiatives include: increased identification and cultivation of individual donors, with particular focus on accessing new constituencies; growth of the annual fund, major gifts, and membership; identification and expansion of corporate donors and sponsorships; and preparation for an endowment campaign.
3. With the Director, work to lead and motivate the Board and strengthen the Board's understanding of its role in development; expand, manage and coordinate the Board's and other volunteers' involvement in fundraising activities; and take an active role in serving and supporting the Board as it continues to grow and develop.
5. Work closely with staff, board, and volunteers to maximize the effectiveness of the museum's special events, galas, and other activities, and to help develop, attract, and retain donors and members.
6. Work collaboratively with, and serve as a resource for, all departments in the development of marketable and fundable programs, and help secure new sources of funds for these programs. Foster ongoing, collegial communications among the development department and other departments of the museum, and with the Board.
8. Build, train, and supervise an effective, professional development team, and recruit and replace them as necessary, in consultation with the Executive Director.
9. Play an active, public role as a spokesperson and representative of the museum onsite and in the community.
10. In conjunction with the Executive Director and Business Office Manager the Director of Development will help prepare and manage the department's financial reports and budget; monitor the development budget and control expenses.

Qualifications

The successful candidate will:

1. Have 7 years of successful fundraising experience. A baccalaureate degree is required; a master's degree is preferred. Experience with planned giving, endowment, and capital campaigns preferred.

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2. Have a background in the cultivation and solicitation of individual, corporate, foundation, and government donors, and a proven track record in the management of successful development programs, including staff and volunteer management.
3. Demonstrate initiative, self-confidence, energy, and entrepreneurial skills as someone who enjoys working as a team player but also has the capability to work independently and as a self-starter.
4. Be a personable, positive, and social individual, with integrity and a sense of humor, who is able to work well with trustees, donors, volunteers and staff, and who enjoys taking an active public role in the cultivation and solicitation of donors, while also working behind the scenes.
5. Be very well-organized, willing to work diligently and hands-on to get the job done, and with the flexibility necessary to balance the many challenges inherent in a dynamic nonprofit organization.
6. Be a strong manager and team leader, with excellent verbal and written communication skills and computer literacy, and the ability to inspire those working with him/her toward accomplishing common objectives.
7. Understand and support the museum's mission and appreciate the important role museums play in the life of a vibrant community, and have the ability to articulate this mission and role to others.

Compensation: Salary will be commensurate with the level of experience required for this position.

Start Date: This position is currently vacant and will be filled as soon as possible.

Procedure for Application: Interested and qualified candidates, and recommendations of same, are encouraged to email a cover letter, resume, and writing sample to: Tammi Groft, Executive Director, grofttk@albanyinstitute.org. No phone calls please.