



Position: Director of Development

Reports to: Executive Director, Museum

Type of Position: Full-time, salaried/exempt with benefits (may consider part-time)

About the Pasadena Museum of California Art

The mission of the Pasadena Museum of California art is to present the breadth of California art and design through exhibitions that explore the cultural dynamics and influences that are unique to California. Informed by the state's rich mixture of cultures and inspired by its impressive geography, California art has long been defined by a spirit of freedom and experimentation. PMCA exhibitions and educational programs explore the ways that California's distinct perspectives and history have shaped and defined art in all media.

Position summary:

Reporting to the Executive Director, the Director of Development will be responsible for developing, planning, and executing fundraising strategies and goals that support the mission of the Pasadena Museum of California Art.

Essential Functions:

- Lead and manage the overall philanthropic efforts for the PMCA
- Develop and implement thoughtful and strategic cultivation, solicitation, and stewardship plans for prospective leadership special and major donors for gifts of \$10,000 and above
- Ensure regular contact with donors through various activities (face to face meetings, private tours, committees, annual fundraising event)
- Identify, organize, and direct the activities of volunteers as needed
- Identify and qualify new leadership and major gift prospects
- Maintain an active portfolio, moving prospects through the fundraising cycle
- Provide strategic oversight of annual fundraising events and campaigns
- Coordinate activities with other Museum staff, including curators and communications/marketing
- Prepare donor proposals and reports
- Act as board liaison
- Maintain donor database
- Prepare donor acknowledgement letters
- Act as a spokesperson for PMCA activities as requested
- Participate in meetings and other special projects as requested
- Practice a high level of integrity and honesty in maintaining confidentiality

Education: Bachelor's degree required or equivalent education/experience

Minimum Experience: Five or more years of consecutive fundraising experience in a non-profit environment, with museum experience preferred.

Knowledge and Skills Requirements:

- Excellent writing and communication skills
- Ability to multi-task effectively
- Excellent organizational skills
- Sound judgement and decision making
- Diplomacy: ability to cultivate and maintain relationships with key stakeholders
- Analyze data
- Compose correspondence and proposals
- Document activities
- Prepare reports
- Research information
- Excellent computer skills
- This position requires irregular hours and communication with volunteers outside regular business hours

How to Apply:

To be considered for this position, submit cover letter and resume to Susana Bautista, Executive Director, Pasadena Museum of California Art

Email: sbautista@pmcaonline.org

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