

Manager of Strategic Funding and Major Gifts

Job Title: Manager of Strategic Funding and Major Gifts

Department: Development

Reports To: Executive Director

Manages: Grant Writer/Database Administrator

Position Designation: Job Grade 4: full-time; exempt

Pay Range: \$55,875-\$65,675

Work location: In-office with occasional nights and weekends events when necessary

Benefits: A competitive benefits package is provided, including medical, dental, life, long-term disability insurance, retirement 401(k), and track-less vacation.

Summary

The Utah Museum of Contemporary Art seeks a proactive self-starter with fundraising, direct appeal, gift solicitation, exhibition campaign development, and deep networking experience to assume the position of Manager of Strategic Funding and Major Gifts. UMOCA is seeking a Manager of Strategic Funding and Major Gifts to build a roadmap for growth by creating and executing a comprehensive fundraising program, developing giving strategies and plans, drawing on the organization's portfolio of donors, supporters, and prospects. The ideal candidate is able to operationalize multi-faceted plans and drive outcomes; is committed to consistently learning and growing; and is big-picture oriented while also being obsessive about the details. A proven track record of successfully building relationships with high-net-worth individuals and soliciting major gifts is essential.

This position plays a vital role in growing philanthropic revenue for our organization and is an ideal fit for an entrepreneurial, innovative, and mission-driven individual, who is personable and highly accountable. The successful candidate must have a positive outlook with a team-player mentality. If UMOCA's mission and commitment to contemporary art speaks to you, if you've previously designed and led creative fundraising initiatives, and if you've demonstrated an ability to effectively steward your current donor base while simultaneously attracting new, first-time philanthropic investors, you're encouraged to apply.

Responsibilities

Implement A Comprehensive Fundraising Program, And Offer Annual Report

- Develop, and execute a successful fundraising calendar, creating and implementing annual fundraising strategies and programs that focuses on achieving organization-wide goals.
- Provide detailed reports about the fundraising progress on a regular basis, and help establish performance measures, monitor results. With the assistance of the grant writer/database administrator, ensure accurate maintenance and security of records and donor information in the database, maintaining confidentiality of all donors.
- Draft and shape organization's donor communications & marketing, including the annual report, quarterly newsletters, and other develop-centered correspondence.
- Foster a culture of philanthropy within the organization. Assure that the organization's culture, systems and procedures support fund development and vice versa.

Build Relationships & Prospect Cultivation

- Directly manage a portfolio of existing donors and prospects who have the potential to provide significant charitable gifts to the organization. Maintain regular correspondence with program officers and trustees of corporate, foundation and family foundations to ensure strong long-term relationships.
- Partner with and leverage the talents of the Executive Director to deploy their time and attention to focus on the greatest revenue generating opportunities. Coordinate with key programmatic colleagues, such as education and curatorial staff when and as needed for tours, subject matter expertise, and fundraising.



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- Identify, research, and cultivate new major gift prospects. Solicit new and steward current sponsors of UMOCA Exhibitions and Special Events. Strategize to increase current donor giving levels.
- Attend museum events regularly to meet new members, prospects, and donors. Represent UMOCA in a professional manner with an awareness of the need for diplomacy and confidentiality.

Building Pipelines

- Champion the museum as a welcoming place by serving as a positive museum representative through participation with programs, event and publicity marketing and networking activities.
- Aggressively build networks in multiple business and social circles to cultivate new contacts, donors, and members.

Administration

- Actively participate in record keeping in Raiser's Edge, a donor and prospect management system.
- Keep abreast of fundraising best practices and local and national giving trends and support the overall needs of the organization.

Qualifications (a majority combination of the following)

- **Mission Driven:** Personally motivated by the opportunity to help advance contemporary art in Utah and a belief in the power of the art of our time, with a personal investment in philanthropy and nonprofit work.
- **Vision & Creative:** A self-starter who is hungry, humble, smart, creative, resilient, resourceful, and optimistic. The ideal candidate is a visionary, emotionally intelligent team-player, who thinks outside the box, is collaborative, highly organized, grateful, and flexible.
- **Entrepreneurial Spirit:** Takes initiative and actively seeks to deepen current donor relationships and to forge new ones. Excellent numeracy skills, with the ability to read/articulate budgets and create financial reports.
- **Organization:** The knowledge and ability to create, execute and/or support, and oversee a comprehensive donor acknowledgement and recognition plan. Takes action to focus sufficient attention and time on activities of greatest importance where the return on investment is highest. Results-oriented, and able to multi-task.
- **Communications:** Skilled in creating powerful, compelling written and oral communications for fundraising. Ability to convey complex ideas and UMOCA's mission clearly through brief, simple materials. Experience and credibility when presenting materials to external audiences. Gets others to share UMOCA vision by using convincing arguments, creates a win-win situation, and responds appropriately to key stakeholders.
- **Relationship Building:** Demonstrated ability to work effectively with and quickly gain the respect and support of various constituencies, including peers, team members, artists, leadership, and a wide range of constituents, including foundation representatives, government officials, and affiliate executives.
- **Development/Fundraising:** A record of measurable results in organizing and implementing such activities as: major gifts, corporate partnerships, annual funds, foundation giving, planned giving, direct solicitations.
- **Experienced:** Bachelor's degree required in a related field such as communications, public relations, marketing, business, arts or a related field, or non-profit management. Master's degree preferred. Three (3) years or more experience in annual grant writing, gift solicitation and/or portfolio management with individual, foundation, and corporate fundraising in the non-profit sector. Computer literate and working knowledge of Microsoft Office Suite, in particular, Excel/spreadsheets, and donor databases software. Blackbaud/Raiser's Edge preferred.

To Apply

Confidential inquiries, applications, and recommendations are welcome. Please submit a cover letter, resume, and writing sample to laura.hurtado@utahmoca.org, and include "Manager of Strategic Funding and Major Gifts," in the subject line of your email. All inquiries or referrals will be held in strict confidence. **Closing Date: Open until filled, applications received before April 22 will receive advance consideration**



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Equal Opportunity

UMOCA acknowledges that equal opportunity for all persons is a fundamental human right, we believe in the equal worth of all human beings, and the recognition that each individual's personal experiences and situations are unique and reflective of society's institutionalized attitudes and values. Consequently, it is the policy of the Utah Museum of Contemporary Art to provide equal opportunity in employment and personnel management for all persons; to provide access to, admission to, full utilization and benefit of training and promotional opportunities with a commitment to diversity, equity, and inclusion, and experience engaging with people from diverse backgrounds, including often marginalized communities. Our organization hires without discrimination based on race, color, creed, age, religion, national origin, ancestry, sex, marital status, sexual orientation, disability, political belief or affiliation, veteran status, or any other class of individuals protected from discrimination under state or federal law to the extent permitted by law.

Our Mission

The Utah Museum of Contemporary Art believes in the power of the art of our time. Through programming, advocacy, and collaboration, we work with artists and communities to build a better world.

Our History

UMOCA was founded in 1931 by the fiercely forward-thinking Alta Jensen who said, "Art in Utah will never be real or great until it can be what it wants to be." That commitment to independent thinking and a deep trust of artists is what has made us Contemporary Since 1931. F

Our FY21-26 Strategic Plan

https://utahmoca.org/wp-content/uploads/2021/12/UMOCA_Strategic_Plan_Web-1.pdf



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