

## Anchorage Museum

Title: Donor Relations Director	
Reports To: Chief Development Officer	
FLSA Status: Exempt	EEO Classification: Professional
Approved by: Museum Director/CEO	

The Anchorage Museum welcomes diversity and inclusion and recognizes all are enriched through diverse voices, viewpoints, and skillsets. The Anchorage Museum is committed to creating an anti-racist, fully inclusive organization and is an equal-opportunity employer.

### Summary Position Statement

The Donor Relations Director is an integral part of the Museum's Development team, a donor-centered team focused on establishing long-term sustainable funding for the Museum and its major initiatives. Under the general direction of the Chief Development Officer, the Donor Relations Director secures funding for the Anchorage Museum and the Anchorage Museum Foundation by fulfilling the interests and passions of donors, providing them with giving opportunities (current and planned), and encouraging their involvement with and giving to the Museum while assuring the retention and upgrading of as many donors as possible. The Donor Relations Director works to ensure donors experience high-quality interactions with the organization, fostering long-term engagement and investment in the Museum's mission.

### Essential Duties and Responsibilities

#### Cultivation/Solicitation

- Manage a portfolio of approximately 100 donors/prospects to include:
  - Qualify major gift prospects (annual and planned gifts) from a larger group of donors to the organization
  - Create individual goals for each donor based on the donor's history of giving and the organization's knowledge of that donor's potential
  - Create a plan for each donor that will serve as a foundational communication and stewardship plan
  - Faithfully and on a timely basis execute each donor's giving plan to retain and upgrade their giving
  - Work with CFO, program staff and marketing department to secure appropriate project information, including budgets, and create appeals, proposals and requests that will be used to secure gifts
  - Conduct frequent face to face visits with donors and prospective donors over the course of a year with the goal of new, renewed and increased gifts; visits may include discovery, cultivation, solicitation and stewardship

- Solicit, secure and cultivate gifts ranging from high-end annual gifts and planned to give to gifts that are large in complexity and scope
- Meet the fundraising goals identified in the annual plan
- Promote equity, sensitivity and inclusion
- Represent the Museum and the Museum Foundation to various community organizations and individuals to build relationships for future gifts
- Work with Anchorage Museum Foundation board members with the goal of cultivating them toward future gifts or working with them as partners to cultivate and solicit gifts from others
- Record visits through contact reports (CRs) and enter CRs and proposals for database reporting on a timely basis

### Stewardship

- Create, review and execute stewardship strategies for current and planned gift donors, including reporting on how their giving is making a difference.
- Plan and implement Anchorage Museum Foundation Legacy Society marketing, stewardship and recognition activities
- Coordinate with the Marketing Department to issue press releases and coordinate other forms of donor recognition

### **Non-Essential Duties and Responsibilities**

- Participate in planning processes and other activities of the Development Department as needed
- Attend Development, Anchorage Museum and Anchorage Museum Foundation board meetings as necessary
- Other duties as assigned

### **Knowledge/Skills/Abilities**

#### Knowledge

- Understanding and identifying what motivates individuals to give philanthropically, and an ability to cultivate, solicit and steward individuals based on their values, interest and motivations
- Prospect research tools and strategies
- How to develop and successfully execute strategic fundraising plans
- Industry trends, best practices and technology
- The Anchorage (and wider Alaskan) communities, especially community leaders, donors, and volunteers

- And adherence to the Association of Fundraising Professionals Code of Ethical Principals and the Donor Bill of Rights

### Ability to

- Work independently, make good decisions and be self-motivated
- Adapt to changing assignments and multiple priorities
- Manage multiple tasks and successfully meet deadlines
- Interact effectively as a leader or as a member of a team and work collaboratively with other departments
- Read, speak, and understand English fluently
- Travel, from time to time, to meet with donors/prospects, and attending evening meetings and events as necessary

### Qualifications

- Bachelor's degree in humanities, business, English, communication or related field required; a combination of education and work experience may be substituted
- Three years of development experience required, five years' experience preferred
- Certified Fundraising Executive (CFRE) credential, preferred
- Two years' experience managing major gift donor portfolios, preferred
- Have a demonstrated track record of successfully securing major gifts and planned (or estate) gifts, using a systematic approach
- Demonstrated success in meeting annual goals
- Proven, effective and positive interpersonal, written and verbal communication skills with the ability to understand and articulate the priorities of the Anchorage Museum and the Anchorage Museum Foundation
- Knowledge of and commitment to the Museum's mission
- Proven ability to serve as a principal Museum ambassador
- Excellent planning and organizational skills
- Requires results-oriented individual

### **Employee Expectations**

As an AMA employee, the incumbent is expected to model the following traits:

- Foster and maintain open communication and collaboration and actively engage in the exchange of ideas and maintaining constructive relationships
- Initiative and creativity in all aspects of the position
- Lead by example by maintaining a high standard of professional ethics
- Treat everyone with dignity and respect
- Support and uphold the policies, procedures and strategic plan of the AMA

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required.

### **Physical Demands**

The physical demands of this position are typical of an office environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel; reach with hands and arms; talk or hear. The employee is regularly required to stand; walk; and occasionally required to stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.