



## Development Director Job Description

### About Cascadia Art Museum

Cascadia Art Museum is dedicated to celebrating and preserving Northwest art from the 1870 - 1970. Through exhibitions, publications, programs, and community engagement, we share the rich artistic legacy of our region with visitors of all ages. As we enter our second decade, Cascadia is poised for continued growth—advancing our mission through meaningful donor partnerships and expanded fundraising initiatives.

### Position Summary

The Development Director is a key leadership role responsible for the planning, management, and execution of Cascadia Art Museum's fundraising efforts. Working closely with the Executive Director, this position will design and implement a comprehensive development strategy to support the museum's annual operations and long-term goals.

In concert with the Executive Director, the Development Director oversees all aspects of fundraising, including major gifts, direct mail appeals, membership growth, corporate sponsorships (including gala and exhibition sponsorships), foundation support, donor stewardship, and the creation of an overarching fundraising plan.

This is a full-time, exempt, salaried position.

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### Key Responsibilities

#### Fundraising Strategy & Leadership

- Partner with the Executive Director to create and execute a strategic, multi-year fundraising plan that supports the museum's mission and financial sustainability.
- Establish annual fundraising goals and metrics for success.
- Evaluate and refine fundraising processes, and donor engagement strategies.

#### Major Gifts & Donor Relations

- Identify, cultivate, solicit, and steward major donors and prospects.
- Manage a portfolio of individual donors and develop tailored strategies for deepening relationships and increasing giving.
- Support the Executive Director in managing high-level donor relationships.

## Annual Giving & Appeals

- Lead all direct mail and digital fundraising appeals, including year-end campaigns, spring appeals, and membership renewals.
- Oversee messaging, timelines, segmentation, and reporting.

## Corporate Sponsorships & Events

- Oversee the work of the Donor Relations Manager in developing and secure sponsorships for the annual gala, exhibitions, and Corporate Sponsorship Program.
- Work closely with staff and volunteers to support donor engagement events and cultivation opportunities.

## Foundation & Grant Support

- Collaborate with staff on grant applications, reports, and outcomes tracking.

## Stewardship & Donor Communications

- Ensure excellent donor stewardship, including acknowledgments, recognition, and ongoing relationship-building.

## Collaboration & Organizational Leadership

- Work collaboratively with museum staff, board members, and volunteers to advance fundraising goals.
- Serve as a key resource to the Board Development Committee.
- Support the overall mission and values of Cascadia Art Museum.

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## Qualifications

- Minimum of 5 years of professional experience in development, fundraising, or nonprofit advancement.
- Proven success in major gifts fundraising and donor cultivation.
- Demonstrated ability to secure corporate sponsorships and/or event-based support.
- Strong written and verbal communication skills; ability to craft compelling donor messages.
- Excellent organizational, interpersonal, and relationship-building skills.
- Strategic thinker with the ability to execute detailed plans.
- Comfort working in a small, collaborative, fast-paced team environment.

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## Compensation & Benefits

- Full-time, exempt position; salary commensurate with experience.
- Benefits package includes paid vacation, sick leave, and holidays.
- Health Insurance Option
- Opportunities for professional development.