



OCEANSIDE MUSEUM OF ART

Development Manager Oceanside Museum of Art - Oceanside, CA

Job Description

Oceanside Museum of Art (OMA) is looking for an experienced fundraising professional to join our museum staff as the Development Manager. OMA seeks to hire a professional who has between 3-5 years of fundraising experience, preferably having worked with museums, arts and/or cultural organizations. The ideal candidate will be a self-starter who has an entrepreneurial and innovative spirit. The Development Manager will cultivate a culture of philanthropy amongst all museum stakeholders, and promote charitable giving to Oceanside Museum of Art (OMA) by individual donors, corporate sponsors and grant makers. The position serves as the primary support for the Executive Director (ED) to manage and coordinate all basic development activities and fundraising events.

Qualifications: Minimum of 3-5 years of successful fundraising. Candidate should possess excellent communication skills, have strong public speaking skills, and have the ability to build strong relationships with all museum stakeholders – members, Board of Trustee Members, new and prospective donors, community partners, and volunteers. Must work well in a fast-paced team environment while maintaining an extraordinary ability to work independently, and juggle multiple priorities. Strong organization, creative problem solving, and interpersonal skills are essential. The ideal candidate will be able to grow a transformative development operation.

Strong candidates must have the ability to engage OMA's key donors and be an outstanding representative of the museum at community events and across San Diego County. As a spokesperson and important contributor to the overall growth and reputation of OMA, the position requires polish, professionalism, discretion and exceptional communications skills.

This position reports directly to the Executive Director, and will work in collaboration with all OMA staff and Board of Trustee on current and forthcoming initiatives to expand and deliver development goals.

Duties pertaining to Donor Relations, Solicitations, and Major Gifts

Oversee all of the museum's donor relations activities, cultivation and stewardship

- Work with the Executive Director to establish annual contributed income goals and strategies to achieve those goals
- Solicit and secure gifts ranging from \$5,000 and above
- Manage a portfolio of 50-75 major gift prospects
- Coordinate donor and volunteer relations and recognition activities
- Assist in the oversight and planning of smaller events such as donor cultivation and donor appreciation events
- Work with the Marketing Manager to create annual appeals, event invitations, and collateral
- Develop and manage donor cultivation tracking system (Altru) and oversee all donor acknowledgement

Duties pertaining to Grants and Sponsorships

Maintain a systematic grant writing program to support the museum's goals.

- Work with the Executive Director to establish goals for annual grant support
- Work with an external grant writer to research, prepare, track, and report on federal, state, county, and city, private foundation and corporate grant requests
- Support relationships with grant and foundation officers
- Support relationships with local government officials to strengthen support

Duties pertaining to Special Events

Manage the museum's fundraising events including the annual Museum gala.

- Manage event budgets and execute post event wrap up and reconciliation
- Manage vendor relationships and secure in-kind donations
- Assist with event marketing including building community relationships, social media posts, e-blasts, press releases, and ad space
- Manage event sponsorship, underwriting and tickets sales

Other duties as required: Assure the safety of visitors, staff, works of art, and museum facility by following and enforcing all related policies and procedures, in the planning and execution of events

The Development Manager will also assist the Executive Director with the museum's other campaigns and perform other duties as assigned.

Oceanside Museum of Art (OMA) is an equal opportunity employer and considers all candidates for employment regardless of race, color, sex, age, national origin, creed, disability, marital status, sexual orientation or political affiliation.

About OMA:

Since 1997 OMA has served as an anchor and catalyst for change in North County San Diego by serving as the premier art venue along the cultural corridor between Los Angeles, San Diego and Tijuana. OMA's exhibitions showcase artists' works, presenting innovative and dynamic exhibitions of significant local and regional art as well as exhibitions of national and international interest. The museum's galleries are redesigned for each exhibition, surprising visitors with a fresh, exciting visual transformation for every new installation.

Job Type: Full-Time, 40 hours a week

Salary: Based on experience

Required education: Minimum bachelor's degree