

**TITLE: DEVELOPMENT OFFICER**  
**STATUS: FULL TIME**  
**REPORTS TO: EXECUTIVE DIRECTOR**

**About CMCA**

Founded in 1952, the Center for Maine Contemporary Art is located in downtown Rockland's vibrant arts district in a state-of-the-art building designed by architect Toshiko Mori. It is the state's longest running and leading non-profit contemporary arts institution.

The mission of CMCA is to advance contemporary art in Maine through direct engagement with artists and the public, creating exceptional exhibitions and programs that communicate the transformative power of the art of our time. CMCA fulfills its mission by supporting and exhibiting the work of artists with ties to Maine; by providing engaging learning opportunities that open new possibilities for artists and the public; and by serving as an essential platform for making art an accessible and vital part of our communities.

**General Job Description**

CMCA is seeking a highly motivated and skilled Development Manager to solicit, cultivate and steward philanthropic support for the museum. Specifically, the position will spearhead key donor communication and solicitation; secure sponsorships for annual exhibitions; educational offerings and events; manage donor database(s); strategize annual donor and membership campaigns; and research grant opportunities.

**Primary Relationships**

The position reports to and works closely with the Executive Director and serves as a staff liaison to board committees, including Development, Marketing and Events. The position works collaboratively with CMCA's Membership and Communications staff, and also interfaces with all CMCA staff.

**Responsibilities**

Leadership

- Provide innovative, visionary and strategic operational planning and leadership for all Museum development activities.

- Serve as an active and collaborative member of the CMCA's leadership team. Facilitate communication among development team members and between development and other Museum departments.
- In collaboration with the Director, be an effective partner with the CMCA's Board of Trustees and regarding development goals and keep them informed with regular reports on development progress, challenges in meeting goals, data analyses and projections and stories of donor giving.
- Be a passionate, visible and informed advocate for CMCA and serve as one of its key spokespersons, actively seeking opportunities to engage with the broader community and to participate in events that position CMCA for improved fundraising or visibility.

### Fundraising and Stewardship

- Identify, cultivate and successfully solicit major gifts from a diverse group of individuals, foundations and businesses;
- Strategize and execute annual fundraising plans to ensure sustainable support, including developing communication and marketing campaigns;
- Manage a targeted portfolio of top donors and prospects, and assist and support the Director with his meetings and communications with top donors and prospects.
- Collaborate with CMCA's Membership & Development Assistant to strategize annual membership campaigns to ensure growth;
- Develop and implement strategies that attract, welcome and engage diverse donors, growing the art center's public reach;
- Develop annual fundraising initiatives that are integrated into key annual events;

### Planning and Management

- Align development activities by creating a comprehensive, written annual development plan and calendar with clearly defined goals, objectives, timelines and responsibilities;
- Oversee and evaluate all processes and procedures related to prospect identification, donor engagement and stewardship activities, and contributions management.
- Work collaboratively with CMCA's Membership & Development Assistant and Communications Manager to ensure effective marketing efforts;

### **Team Member**

CMCA operates with a current staff of eight and expects all employees to assist when needed in areas not necessarily associated with their individual job description. Examples include: helping with administrative duties in the absence of the Executive Administrator; assisting with special event set up and clean up; and interfacing with visitors during the busiest time of the season.

### **Qualifications**

Minimum of Bachelor's degree with at least 3-5 years of professional development experience. Excellent oral, written and interpersonal communications. Ability to work

with a broad range of regional and national supporters. Proficiency with Sales Force is preferred, however, training will be provided to those who are new to Sales Force.

### **Compensation & Benefits**

Salary is commensurate with experience. CMCA provides a competitive health care plan through the state of Maine.

CMCA is an equal opportunity employer and prohibits discrimination and harassment of any kind.

### **How to Apply**

Submit a cover letter and resume to Executive Director Tim Peterson at [tpeterson@cmcanow.org](mailto:tpeterson@cmcanow.org). Applications are accepted through November 30, 2021. The position is open until filled.