The Opportunity

Brandeis University – a distinguished private research university recognized for its academic excellence and leading-edge research – is also one of New England’s premier arts centers, featuring live music and theater year-round, the annual Leonard Bernstein Festival of the Creative Arts, degree programs in the creative arts, and one of the nation’s foremost collections of modern art at the Rose Art Museum.

Founded in 1961, the Rose Art Museum is among the nation’s premier university museums dedicated to collecting, preserving and exhibiting the finest of modern and contemporary art. A center of cultural, educational and intellectual life on campus, the museum serves as a living textbook for object-based learning, a home and resource for artists, and a catalyst for artistic expression, scholarly innovation, and the production of new knowledge through art. With its international collections, changing exhibitions, and diverse public programs, the Rose affirms and advances the values of inclusivity, freedom of expression, academic excellence, global diversity, and social justice that are the hallmarks of Brandeis University.

With Luis Croquer’s tenure underway as the Henry and Lois Foster Director and Chief Curator, the Rose Art Museum is undergoing a period of rebirth and renewal; and is uniquely positioned for transformational growth and prominence. Brandeis has an exciting opportunity for a creative, innovative and entrepreneurial Director of Development and External Affairs, who will work with the Director and Chief Curator to advance the Museum’s fundraising and public presence.

Position Summary

The Director of Development and External Affairs (Director) is an integral member of the Rose Art Museum’s senior management team, which makes key strategic, financial, operational and programmatic decisions in pursuit of its commitment to the Museum’s mission and strategic goals. The Director is also a member of the Brandeis Institutional Advancement Division fundraising organization, but s/he shall be exclusively dedicated to the Rose Art Museum and will take day-to-day direction from the Director and Chief Curator of the Museum.

The Director has the overall responsibility to create, implement and manage comprehensive strategic plans for the fundraising and external relations efforts at the Rose Art Museum. Working with the Director and Chief Curator, s/he will design innovative fundraising and communications initiatives to advance the Museum’s institutional priorities, focusing on long-term relationship building with donors and key external stakeholders as well as the expansion and diversification of revenue streams. A key component of this position is the management of the Museum’s distinguished Board of Advisors and associated committees, as well as the cultivation and stewardship of Board members.
In its rebuilding phase, the Museum is poised to seek new opportunities for funding and increased public presence, while building on its legacy of artistic excellence and charting a new path for sustainability and success. To accomplish fundraising and external relations goals, the Director must work both individually and in partnership with colleagues across the University, including peers in the central Institutional Advancement division. The Director will prepare briefings for and staff University administrators and Museum leaders on development visits with prospects and donors.

The work of the Director is integral to the financial success of IA and generates significant annual revenues for the Rose Art Museum and Brandeis University. Therefore, an emphasis on the progressive identification and engagement of new prospects, creation of comprehensive solicitation strategies and closure of major gifts is required and will be measured against the attainment of personal and programmatic fundraising goals.

Decisiveness, diplomacy, trustworthiness, discretion, and creativity are indispensable qualities of the Director. The incumbent must have the ability to interact easily with individuals of considerable social, economic, and educational levels, and at all times, must professionally represent Brandeis.

We seek a creative, strategic, out-of-the-box thinker who is self-motivated and has an entrepreneurial energy. The ideal candidate needs to have a passion for modern and contemporary art. She/he will have solid work experience and proven expertise in fundraising, public relations, communications and/or marketing strategies within an arts and cultural organization, ideally within a museum setting. The preferred candidate will have a knowledge of arts funding and philanthropy and a strong network of contacts, with a preference for connections in the visual arts community.

**Primary Responsibilities**

- Manage a portfolio of approximately 50 - 75 prospects who have the capacity to make gifts of $100,000 or more, traveling frequently to conduct face-to-face personal visits each year (35+ unique prospect/donor visits).

- Develop meaningful, mutually-beneficial relationships with prospective donors on behalf of the Museum and determine the appropriate fundraising strategies for each assigned individual, couple, family and family foundation. Successfully advance relationships through the development cycle – from identification and qualification to active engagement, investment, solicitation, and stewardship.

- Plan and execute a minimum of 10 comprehensive solicitations during the course of each fiscal year with an annual revenue goal of $2 million or more, a figure that should increase over time. Strategize and collaborate effectively with colleagues in IA when prospects share multiple areas of funding interest at Brandeis.

- Lead efforts for prospect identification, prospect cultivation and partnership building.

- Partner with the Director and Chief Curator on principal giving opportunities and plan an effective schedule of contacts and meetings; arrange Museum and campus visits; etc.
• Develop and oversee all aspects of the Museum’s membership programs; donor recognition societies; and individual, corporate, foundation, and government giving. S/he will work in conjunction with the Museum administration and leadership team on foundation and government grants as well as with colleagues in IA Corporate and Foundation Relations.

• Create an external relations and public affairs strategic plan for the Museum with the goal of raising visibility, enhancing brand awareness, increasing outreach and engagement, and expanding attendance. The Director will help to inform strategies and activities developed and implemented by the Assistant Director of Communications to ensure consistent communications and an effective tone, particularly for targeted messages intended to support development, external relations and marketing efforts. The Director will develop and use impactful storytelling strategies to create a refined narrative for fundraising, donor stewardship and external relations efforts.

• Record activities, contacts, proposals and strategy plans in the donor database. Ensure constituent biographic and contact data maintained in the database is accurate and up-to-date.

Essential Functions & Time Allocation

70% – Fundraising
Establishes, directs and executes innovative annual and multi-year museum-wide development plans in support of the diversification and growth of Museum revenue, focusing on new philanthropic sources. In alignment with the Museum’s strategies to meet short-term and long-term fundraising goals, the Director leads all principal and major gift cultivation, solicitation and stewardship; individual giving; individual and corporate membership programs; corporate giving and sponsorship; planned giving; event fundraisers; foundation and government grants; and staffs the Board of Advisors. The Director integrates development considerations into all areas of the Museum, including programs, events, and education and outreach. S/he creates initiatives with the goal of expanding donor activity and engagement, increasing Museum attendance, and enhancing the member and donor experience.

25% – External Relations & Public Affairs
Establishes and executes a museum-wide external relations plan with the goal of expanding attendance and participation, as well enhancing the Museum’s brand and identity awareness. Incorporating data-driven market research to inform external relations strategies, the Director helps inform communications tactics for targeted messaging to set an impactful tone across platforms, to ensure cohesive and effective communication and to maximize the Museum’s visibility.

5% - Budget & Planning – Plays a key role in ensuring the Museum’s fiscal accountability through the development and management of the budget and financial reporting for fundraising and external relations activities. Ensures strategic plans for fundraising and external relations are integrated with overall Museum strategies and priorities.
Qualifications

• Bachelor’s degree required. Master’s degree preferred.

• Minimum 7 years of progressively responsible fundraising experience, specifically working with donors and prospects at the $100,000+ gift level. Fundraising experience within a museum, arts, and/or cultural setting is required.

• Demonstrated experienced building and cultivating lasting relationships; board development and practice in creating, launching and running membership programs and donor societies.

• Superior interpersonal skills with proven ability to successfully interact and collaborate with varied constituencies in a professional manner, exhibiting excellent written and oral communications skills.

• Ability to apply good judgment and discretion when dealing with highly confidential donor and prospect information. Ability to manage a commitment to professional ethics and confidentiality.

• Must be a detail-oriented, self-starter with an ability to work independently and manage multiple priorities to meet challenging timelines and deliver high-quality work end-products.

• Must be able and willing to work occasional evenings and weekends with an attitude of doing what it takes to get the job done. Must be able and willing to travel frequently throughout the United States to attend events and meet with prospects and donors to further cultivation and solicitation strategies.

Commitment to Diversity, Equity, and Inclusion

Founded as a model of ethnic and religious pluralism, Brandeis University welcomes students, faculty, and staff of every nationality, religion, and orientation. Social justice is central to the mission of Brandeis, which endeavors to foster a just and inclusive campus culture that embraces the diversity of our larger society. Brandeis embodies the American heritage of cultural diversity, equal access to opportunity and freedom of expression. We encourage applicants from minority and under-represented groups to apply. Learn more at: http://www.brandeis.edu/about/mission.html

“Brandeis is a community rooted in purpose, guided by enduring values, and determined to lead. Come add your talents and your voice to this vibrant and distinctive community.”

RON LIEBOWITZ, PRESIDENT OF BRANDEIS UNIVERSITY

Brandeis University is an affirmative action/equal opportunity employer. It is the policy of Brandeis University not to discriminate against any person on account of race, color, ancestry, religious creed, gender, national or ethnic origin, sex, sexual orientation, age, genetic information, disability, veteran status, or any other category protected by federal or state law. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Vice President of Human Resources, Bernstein-Marcus building, 781-736-4464.
Submit Your Candidacy

We welcome your nominations, inquiries and expressions of interest in this position, which may be directed informally via email or telephone to the Rose Art Museum’s colleagues in Institutional Advancement:

Ania Morris  
Assistant Director, Advancement Talent Management & Administration  
781-736-4004 | armorris@brandeis.edu

Elizabeth Crabtree  
Vice President, Advancement Administration & Operations  
781-736-4034 | ecrabtree@brandeis.edu

To apply, please visit our career website and submit your cover letter and resume via the Brandeis University Human Resources online portal at https://careers.brandeis.edu/staffjobs/

Please note that you must upload your cover letter and resume as one combined file.

The material presented in this position summary is for informational purposes only. Candidates offered a position at Brandeis University may be subject to an employment reference check and additional background screening satisfactory to Brandeis. This screening may include a criminal background check, drug testing, and motor vehicle records check.