



**Job Posting:** Director, Leadership Giving for the New Mexico History Museum and New Mexico Historic Sites

**Status:** Full-time; Exempt

**Salary:** \$71,750 per year

**Join us in shaping the future of the Museum of New Mexico system.**

We are looking for a Director of Leadership Giving to lead all development activities for the New Mexico History Museum and New Mexico Historic Sites. As an essential member of the Foundation's development team, the Director leads our trustee and major giving programs, and provides other fundraising support to the History Museum and Historic Sites.

The Museum of New Mexico Foundation supports the Museum of New Mexico system, in collaboration with the Museum of New Mexico Board of Regents and the New Mexico Department of Cultural Affairs. The Foundation's principal activities are fund development for exhibitions and education programs, retail and licensing programs, financial management, advocacy and special initiatives. Since its inception, the Foundation has raised more than \$90 million in total giving from 25,000 donors and more than 15,000 members.

**What you'll do**

- Provide vision, leadership, and guidance regarding leadership giving opportunities to museum directors at one-on-one meetings
- Manage a personal portfolio with prospects and donors
- Nurture long-term relationships with the Foundation and museums by creating effective stewardship programs for trustee and major gift donors, including cultivation and stewardship events
- Develop and manage tours, events, and meetings related to campaigns and major gift fundraising
- Assist in the research, writing, and submission of Foundation grants for museum projects as needed
- Create collateral materials specific to the giving programs, working collaboratively with our VP of Membership
- Manage a portfolio in Salesforce CRM to build and generate reports and lists for museums, committees, mailings, special groups, and solicitations
- Act as liaison for the museums' Friends groups.
- Work with donors to plan and secure legacy gifts
- Manage communications regarding museum campaigns and activities
- Provide regular museum development reports to trustees, volunteers, and committee members
- Stay current with current tax-law and ethics pertaining to charitable giving
- Performs other duties as assigned

**What you'll bring**

- A collegial and collaborative leadership style

- Ability to maintain a high level of professionalism at all times
- Adherence to donor and member confidentiality protocols
- Able to communicate effectively with donors, members, and volunteers
- Ability to work independently and as part of a team
- Ability to stay abreast of current trends, demographic changes, and industry best practices
- Ability to be an informed and articulate spokesperson for the Foundation and the divisions, and to be a passionate advocate for philanthropy

### **Required qualifications**

- A Bachelor's degree with 5 to 7 years' experience, or an equivalent combination of experience and education
- Proven strong leadership, interpersonal, and communication skills
- Strong organizational, fund-raising, budgeting, and strategic planning abilities
- Excellent attention to detail
- Excellent verbal and written communications skills
- Proven ability to speak in public
- Excellent computer skills, including proficiency in Outlook, Word, Excel, and PowerPoint
- Strong digital marketing skills

### **Why you should join us**

*Benefits.* 14 paid holidays per year, paid birthday leave, and 20 days of PTO per year for the first two years of employment. We offer 403(b) and 401(k) plans, and health, dental, and vision plans. We also provide AD&D insurance and \$50,000 of life insurance at no cost to you.

*Museum membership.* Our staff receive a complimentary sponsorship level Foundation membership, granting you free unlimited admission to four state museums in Santa Fe as well as seven of the eight historic sites statewide. You will receive invitations to exhibition previews and members-only events, subscriptions to *El Palacio* and *Member News* magazines, and a 25% discount at all MNMF shops.

*Mission-driven work.* Our role and impact in supporting one of the country's largest state-run museum systems remains vital to the advancement of the art, history and culture of New Mexico and the world. Support the mission of the New Mexico History Museum to tell New Mexico's oldest stories, collect some of its oldest objects, and to preserve other cultural resources that represent the state's centuries-long narrative.

### **How to apply**

Please e-mail PDFs of your resume and cover letter to [apply@museumfoundation.org](mailto:apply@museumfoundation.org), including "DLG NMHM/NMHS" in the subject line of your e-mail. No phone calls please.

The Museum of New Mexico Foundation is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, pregnancy, disability, age, veteran status, or other characteristics.