

Henry

Director of Development

ABOUT THE HENRY

The Henry Art Gallery was founded as Washington State's first art museum in 1926, on the principle that art stimulates inquiry, fosters knowledge, and builds healthy communities. Located on the campus of the University of Washington (UW), Seattle, the Henry is internationally recognized as a pioneer in the research and presentation of contemporary art. Learn about our mission and vision: henryart.org/about.

POSITION PURPOSE

The Director of Development, in collaboration with and reporting jointly to the Executive Director as well as the Director of Programmatic Giving & Special Initiatives in CAS Advancement, is responsible for strategic leadership and management of the Henry's fundraising program including: major gifts, annual giving, planned giving, capital and endowment campaigns, and fundraising events. The Director of Development is responsible for overseeing the identification, cultivation, solicitation, and stewardship of the museum's donors. This position also serves as a liaison to the Henry Board of Trustees, working with board members to maximize personal giving in support of the mission of the museum. The Director of Development works with College of Arts & Sciences Advancement to support the mission of the museum. Additionally, this position serves as a member of the museum's Director's Team, whose role involves developing policies, procedures, and plans to support the museum's strategic plan and commitment to equity.

COMMITMENT TO EQUITY

The Henry acknowledges the historical structures and social dynamics that have continuously oppressed communities of color and we acknowledge our part in institutional racism. We also acknowledge that we are situated on the land of the Coast Salish peoples.

We are actively committed to racial equity and to building a strong foundation of inclusivity and awareness in all we do. We value discourse that brings forward voices and positions that have been – and continue to be – oppressed. We do not tolerate hate speech or actions.

We recognize that we are in the process of embodying these values across our exhibitions, programs, and operations; this is our ongoing work.

The Henry Art Gallery is a part of the University of Washington. For more information about race and equity at the UW, see u.washington.edu/raceequity.

STATUS: Regular University of Washington Professional Staff Employee; Exempt; Benefits eligible

SALARY RANGE: \$80,000 - \$111,600 annually, at 90% FTE (equivalent to \$88,889 - \$124,000 annually at 100%FTE)

SCHEDULE: Tuesday – Friday, 36 hours per week (90% FTE)

REPORTS TO: Executive Director

ESSENTIAL FUNCTIONS:

Fundraising and Stewardship

- Develop an annual fundraising plan that sets income goals and a timetable for implementation. Monitor and evaluate that plan, reporting regularly to the Director and the board.
- Maintain a personal portfolio of prospects and donors. Identify, cultivate, and successfully secure major gifts from a diverse group of individuals. Assist and support Director with their portfolio of top donors and prospects.
- Provide strategic oversight and guidance to meet the museum’s annual unrestricted and restricted fundraising goals. Work proactively and collaboratively with the museum’s leadership, curators, and financial staff to ensure funding activities are implemented.
- Work closely with staff, Henry board members, and other volunteers to maximize the effectiveness of member and special events. Provide strategic oversight to the planning, production, and fundraising efforts of the Henry’s annual gala.
- Maintain a strong, first-hand understanding of curatorial programs at the Henry and align this information to match funder interests with museum program priorities.
- Meet regularly and collaborate with CAS Advancement staff and utilize UW Advancement’s system to track progress to goals as well as donor identification, cultivation, stewardship, and solicitation for a portfolio of major donors (capacity rating of donors in the portfolio should be \$50K+ with ask at \$25K+).

Staff Management

- Responsible for hiring, overseeing, and directing a fundraising team to effectively cultivate, solicit, and steward individual, corporate, foundation, and government funders in support of the Henry.
- Supervise the fundraising team to meet annual fundraising goals, with clear expectations and measures for success.
- Encourage and lead positively in support of collaboration across departments and in service of the museum’s mission, vision, and values.
- Build and motivate a high performance fundraising team, with clear objectives and outcomes.

Budget Management

- In consultation with the Director, develop budget projections for annual fundraising and track progress, providing quarterly updates to the board.
- Shape department budget for successful implementation of goals.
- Define and manage functions within annual department budget.

Henry Board of Trustees

- Work with the Director and board leadership to steward board members and manage fundraising activities of the board.
- Serve as a liaison to the Henry board Development, Governance, and Gala Committees.
- Participate in planning for board and committee meetings and the annual retreat.
- Develop strong working relationships with board members to involve them in fundraising and cultivation efforts and to maximize personal giving and their effectiveness as leadership volunteers.

University of Washington Advancement

- Collaborate with appropriate colleagues across UW Advancement to ensure that the Henry's fundraising efforts are well integrated.
- Generate contact reports for UW Advance System.
- Utilize resources (Research, Planned Giving, Principal Giving, Gift Processing, etc.) across Central Advancement to benefit Henry fundraising.

Leadership

- As a member of the museum's senior management team, participate in strategic planning across departments.
- As a representative of the museum to donors and the arts community, serve as an ambassador in support of the museum's mission, vision, values, institutional goals, board, and staff.

Commitment to Equity

- Model and uphold the museum's commitment to equity and follow professional practices and the Henry's Code of Ethics.

QUALIFICATIONS:

Required

- Capacity and willingness to respect, value, work towards, and contribute to the Henry's commitment to advancing equity for all.
- Bachelors degree or equivalent level of education and experience.
- 7+ years of progressively responsible experience in institutional or non-profit development and management.
- A record of measurable results in running a major gifts program, annual giving campaigns, grant writing, fundraising events and capital campaigns.
- A record of successful solicitation and stewardship of five or six-figure major gifts.
- Proven effectiveness in efficient and timely project management.
- Excellent written and verbal communication skills, with the ability to persuade and move people to action and a high level of attention to detail.
- Exceptional interpersonal skills, including inspiring teamwork, collaboration, and proactive problem solving.
- Proven ability to be a team player and team builder—to lead and share leadership—in support of the greater good of the organization.
- Knowledge and experience in stewarding volunteer board and committee leaders in setting goals and meeting fundraising objectives.
- Demonstrated experience in managing budgets, (preparing financial spreadsheets, and tracking expenditures) within the resource framework of a non-profit.

- Experience with prospect and donor management fundraising software applications.
- Proficiency and expertise using a wide range of MS Office products including Word and Excel, as well as other software applications.
- Experience and empathy in handling sensitive, confidential material.

Desired

- Masters degree in Non-profit Management or CRFE Certification
- Knowledge of the visual arts and/or art museum experience a strong plus
- Knowledge of Raiser's Edge fundraising platform

BENEFITS:

As a UW employee, the Director of Development will enjoy generous benefits and work/life programs. For a complete description of the UW benefits for this position, please visit [this page](#).

The employee will have also have access to or receive:

- One UW Professional and Organizational Development ([POD](#)) Course per year
- A Professional Membership to the American Alliance of Museums ([AAM](#))
- Up to \$50.00 reimbursement for materials towards the employee's understanding of Diversity, Equity, Accessibility, and Inclusion

APPLY:

Applications will soon be open through a [UW Hires](#) posting. If you are interested in applying, we encourage you to create a UW Hires profile now.

Please check this posting in the coming weeks for a direct link to the UW Hires posting, or search for "Henry Art Gallery" as a key word in UW Hires.