ORGANIZATION: Hammer Museum
POSITION: Deputy Director, Advancement
REPORTS TO: Ann Philbin, Museum Director
LOCATION: Los Angeles, CA (Westwood)
TO APPLY: Send a brief cover letter, resume, and current salary information to resumes@pbrsearch.com. Only those applicants whose backgrounds closely meet the position specifications will be contacted.

BACKGROUND
Under the leadership of Museum Director Ann Philbin, the Hammer has become a beacon for art and ideas in Los Angeles and beyond. With the recent acquisition of 50,000 additional square feet of space, the Hammer is embarking on an ambitious expansion plan and a $100M capital campaign to support it. In addition, the organization depends on $12M in contributed income which will grow to $22M by the time the expansion is complete. As a result, the Hammer seeks a Deputy Director, Advancement to be the entrepreneurial visionary responsible for leading and driving the overall creation and execution of the Museum's annual fundraising strategy and to work closely with campaign consultants, the director, board members, funders, and staff to complete the capital campaign.

The ideal candidate will have experience creating and executing development strategies and tactics for the successful identification, cultivation, solicitation, and stewardship of donors across all funding areas including individuals, foundations, corporations, and government entities. In addition, s/he will manage, develop, and inspire staff responsible for a comprehensive membership program, government and foundation grants program, events, donor relations, and the day-to-day administration of gifts. The Deputy Director, Advancement staffs the Nominating and Advancement committees of the Board of Directors, providing leadership and direction for the recruitment of new Board members and ensuring that Board members are appropriately and effectively engaged in fundraising activities. S/he also promotes collaboration among curatorial, administrative, and communications staff and promotes donor and volunteer engagement across the institution.

THE POSITION
Overseeing three direct reports (Associate Director, Development; Director, Donor Relations; and Director, Visitor Experience, Events, & Membership) and a total team of 9, the DDA is primarily responsible for meeting aggressive annual fundraising and campaign goals. Specific responsibilities:

Annual Fundraising
• As a member of Museum Director’s cabinet and senior management team, contribute to the development of long-range institutional, strategic, intellectual, artistic, and outreach goals for the Museum.
• Lead the development of an ambitious fundraising program to support annual operations, capital improvements, endowment growth, acquisitions, and special projects. Create a strategy and plan to achieve fundraising goals and objectives over the next ten years.

• Maintain a robust portfolio of Museum donors and prospects for cultivation, solicitation, and stewardship.

• Create and execute a plan to effectively engage board members, Museum Director, Chief Curator, curatorial team and others as appropriate in all fundraising activities and donor relations.

• Working within an established budget, ensure that the department has the staff and operational resources to meet immediate and long-term goals.

• Lead, manage, and inspire staff ensuring they have the skills, training, and support to meet fundraising objectives while also realizing individual goals for professional growth and development.

**Capital Campaign**

• Serve as a key member of the capital campaign team working closely with the Museum Director, Deputy Directors and consultants to establish the timeline and goals of capital campaign.

• Work with the Museum Director, Chief Communications Officer, and outside consultants to unify messaging and strategic communications around the campaign and ensure a cohesive vision for the Museum is shared through every contact point.

• Identify, qualify, and cultivate prospects for the capital campaign.

• Staff and engage Board members and volunteers for fundraising events and solicitation proposals for capital gifts and naming opportunities.

• Negotiate major gifts, naming opportunities, and sponsorship agreements on behalf of the Museum.

**Board Relations, Special Projects, and Events**

• Staff Board of Overseers and Board of Directors' Advancement Committee for all meetings and matters related to fundraising.

• Direct all logistical details and arrangements for Board of Overseers meetings.

• Plan Overseers meetings in consultation with the Museum Director and Chief Curator.

• Staff the Board of Overseers and Board of Directors Nominating Committee, and maintain and qualify pipeline of prospective candidates for all Boards.

• Work with Museum Director and Museum Board members to plan special development events including cocktail parties and dinners; and then through subordinates supervise and ensure the success of those events.

• Provide leadership and management for special Museum-wide events as they arise and provide strategic direction and focus to Museum staff as needed.

• Design and implement donor travel program and donor trips.

• Oversee management of special Hammer Editions and through subordinates and outside consultants, oversee all logistical details and budgets for special fundraising initiatives.
QUALIFICATIONS
The ideal candidate will have demonstrated success:

- Implementing and managing a bold advancement strategy within a competitive philanthropic environment.
- Aligning institutional positioning and communications with ambitious fundraising goals and meeting those goals.
- Providing senior-level leadership in planning and implementing a capital campaign.
- Conceptualizing and implementing individual, corporate, government, and foundation identification.
- Financially managing multiple multi-million-dollar operations including the ability to plan, budget, analyze, and respond to variances impacting the financial plan.
- Cultivating, closing, and stewarding major gifts at the 7-figure level.

In addition, s/he will have:

- At least seven years’ experience managing a team to meet specific objectives in an arts, philanthropic, or higher education organization.
- Excellent verbal and written communications skills.
- The ability to work collaboratively across all departments and establish productive, collegial relationships both internally and externally.
- The ability to delegate authority as appropriate and be hands-on as needed.
- Excellent analytical and organizational skills.
- Proven fluency in budget preparation, management, reporting, and cost control.
- A background in and passion for art, museums, culture, and social change.
- The ability to engage in spirited discussion while maintaining perspective, a professional demeanor, and a sense of humor.
- A bachelor’s degree in a relevant field; preference for those with a graduate degree or significant experience in non-profit management, museum administration, or commensurate field.