



Title: Director of Development

Hours: Full Time; occasional weekend and evening hours required.

Compensation: Exempt position; competitive salary, excellent benefits; commensurate with experience

Reports to: President & CEO

Description: The Director of Development will lead the development department of the ISM to further the institutional and budgetary goals of the museum. The Director will have hands-on experience in two or more of the following areas: capital campaigns, major gifts, mid-level gifts, special/signature events, and planned/estate giving. The Director will be a member of the Senior Management Team and will have overall institutional leadership responsibilities as well as informational reporting to the Board of Port Wardens.

Qualifications:

- Five to seven years of progressive non-profit arts and cultural development and staff management experience. Museum experience is preferred.
- Proven record of success in the cultivation and solicitation of donors.
- Able to show dynamic leadership, create a positive work environment, and train staff to motivate them for maximum performance.
- Experience in two or more of the following areas: capital campaigns, major gifts, mid-level gifts, special/signature events, and planned/estate giving
- A collaborative approach to management that strives to be professionally supportive and nurturing to staff.
- Successful candidates will have the ability to articulate the priorities and programs of the Museum, and identify and understand the philanthropic interests of donors.
- A genuine passion and energy for contributing to the growth and evolution of the Independence Seaport Museum; the ability to work effectively with a broad range of constituents, providing strong support, inspiring them to action, and making their experiences rewarding.
- Superlative interpersonal communication skills with a demonstrated ability to work well with people at all levels of an organization, across a diverse range of education and social backgrounds, and to demonstrate an honest respect for each individual.
- Bachelor's degree from an accredited institution is required.
- Proficiency in Raiser's Edge or similar software is preferred
- Must be fully vaccinated against COVID-19. Fully vaccinated is defined as at least two weeks after your final dose. Medical and religious exemptions will apply.

Essential Duties:

- Working with the CEO, Senior Management and Board leadership to develop and implement an overall institutional development strategy built upon financial/budgetary targets.
- Lead the Development Department including staff recruiting/retention. Provide department leadership and direction to represent the voices of the department members at the management and Senior Management levels.
- Lead the development team to achieve fundraising goals and all operating objectives.
- Provide specific operational management for at least two of the identified focus areas for development currently not represented within the department. This includes setting and meeting goals, working collegially with staff, etc.
- Participate actively in the development of the departmental and institutional budget. This includes establishing financial targets and metrics for all Development staff members.
- Serve as a member of the Senior Management Team for the Museum. As such, the Director of Development will be part of the executive management of the institution, reporting informationally to the board, and serving on leadership and committee rolls within the organization.

The Independence Seaport Museum is an Equal Opportunity Employer that values diversity, inclusion, and equity as matters of fairness and effectiveness. We are committed to hiring and retaining a staff that reflects the diversity of the communities we serve, fostering an inclusive working environment where staff of all backgrounds feel welcomed and engaged in our mission. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Independence Seaport Museum deepens the appreciation, understanding and experience of the Philadelphia region's waterways through history, science, art and community. For more information, please visit www.phillyseaport.org.

We are located on Penn's Landing at 211 S. Columbus Blvd., Philadelphia, PA 19106. The Museum is easily accessible by public transportation and nearby parking and is ADA accessible.