

## **Development Manager**

American Museum of Ceramic Art  
Pomona, CA

### **Position Description**

Reports to the Executive Director  
30 hours per week

### **Essential Tasks**

The Development Manager serves as an active member of AMOCA's senior management team. The Development Manager will work with the Executive Director develop and implement a comprehensive fundraising program to support the museum's programs and services.

### **Development Responsibilities**

- Help to prepare an annual operating plan that includes a timeline and metrics; prepare quarterly reports on progress to date for the Executive Director and the Board of Directors
- Assist the E.D. in identifying, cultivating, soliciting, and stewarding major gift donors and prospective donors
- Research, write, and edit a range of materials including foundation/government grants and stewardship reports
- Prepare the advancement section of AMOCA's annual report
- Help plan and staff events (AMOCA North, Circle, special receptions)
- Assist the E.D. in overseeing any staff, interns or volunteers engaged in development work
- Prepare briefing papers on prospects to the Executive Director and members of the Board of Directors, as appropriate
- Help to identify prospective members of the Board of Directors for the Nominating Committee's consideration
- Ensure that AMOCA complies with best practices related to development
- Oversee data migration of data to the new prospect management system
- Maintain accurate and complete donor records, including contact reports

### **Administrative Responsibilities**

- Attend meetings of the Board of Directors and prepare agendas and minutes
- Work closely and collaboratively with the Executive Director on administrative matters, including the preparation of background material on prospects and projects
- Collaborate with the Chair of the Advancement Committee and the Executive Director in preparing the Advancement Committee agenda and related materials; prepare minutes of Advancement Committee meetings; manage membership and annual giving campaigns; and assist in the preparation of annual reports and honor rolls
- Participate in the drafting of the Form 990 narrative and information in preparation for annual audits
- Draft, review and proof read a range of documents

### **Desired Characteristics**

- Personal commitment to AMOCA's mission, vision and values
- Proven ability to think strategically
- Attention to detail
- Strong writing and editing skills

- Proven ability to create and implement successful philanthropic approaches
- Sophisticated with intellectual depth, maturity and sound judgment
- Exceptional ability to communicate in an articulate manner with diverse audiences
- Strong interpersonal skills
- Excellent listening skills
- A “doer” with a willingness to work hands-on with limited resources to execute a variety of advancement processes and activities
- Finely honed organizational skills
- Ability to remain focused under pressure, meet deadlines, and nimbly manage tasks
- Strong computer skills, including Microsoft Office Suite and donor management software
- Proven ability to work independently and with a team, manage multiple concurrent projects, and meet deadlines
- Healthy sense of humor

### **Qualifications**

- BA degree required
- A minimum of five years of administrative and advancement experience at a nonprofit or academic institution
- Advanced technology skills

### **Working Conditions**

The Development Manager will work in general office and museum conditions. Some evening and weekend hours will be required in conjunction with events and meetings. The position involves a significant amount of contact with museum staff, volunteers, donors and the public that may be of a sensitive or confidential nature. Discretion and sound judgment are essential. The Development Manager must be able to relate well to individuals from a variety of backgrounds and positively represent the museum in these relationships.

### **About AMOCA**

Founded in 2001 and opened in September 2004, AMOCA is the largest museum in the United States devoted exclusively to ceramic art and historic innovations in ceramic technology. Its permanent collection includes more than 7,000 works. The Museum has more than 50,000 square feet of space for exhibitions, storage, a museum store, a studio, and preparatory areas. It is located in an area rich in ceramic history and home to internationally recognized clay artists from the Arts and Crafts Movement, to the 1960s Clay Revolution, and the current ceramic community.

AMOCA is located in an urban downtown district where art is an important element of a continuing and successful community revitalization program. The home community consists of a rich ethnic mix and a large academic constituency with The Claremont Colleges, the University of La Verne, and California State Polytechnic University, all within a five-mile radius. The Museum is located 30 miles east of Los Angeles and Pasadena.

AMOCA has established a remarkable record of accomplishment during its first 10 years. It has attracted a talented, energetic staff; built an enviable permanent collection and physical plant; and mounted exhibitions that have received national acclaim. In its second decade, AMOCA will continue to champion the art, history, creation, and technology of ceramics through exhibitions, collections, outreach and studio programming. A visionary organization devoted to the arts, the Museum is founded on the belief that the experience of the visual arts, communicated through

professional artists, workshops and gallery exhibitions, promotes cross-cultural understanding and provides new perspectives and insights that enrich all our lives. [www.amoca.org](http://www.amoca.org)

**Compensation**

Salary is commensurate with experience. AMOCA is an equal opportunity employer.

Please send a letter of interest and resume to: [bgerstein@amoca.org](mailto:bgerstein@amoca.org). Position will be open until filled. AMOCA is an equal opportunity employer.