

Director of Advancement

Reports to the Executive Director

Full Time, Exempt

Position Description

The American Museum of Ceramic Arts (AMOCA) seeks a full-time Director of Advancement (DA) who will play a leadership role in individual giving, major gifts, and special initiatives. The DA is an active member of AMOCA's senior management team, working closely with the Executive Director (ED) and the Associate Director of Communications & Stewardship (ADC&S) to maintain and grow a comprehensive fundraising program to support the Museum.

About the American Museum of Ceramic Art

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. AMOCA champions 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 visual arts, communicated through professional artists, workshops and gallery exhibitions, promotes cross-cultural understanding and provides new perspectives and insights that enrich our lives.

The Museum maintains a growing permanent collection of more than 10,000 works, housed within an adaptively repurposed historic facility of more than 50,000 square feet. Regular operations of the Museum include exhibitions, visitor services, a museum store, a ceramics studio with a nationally recognized Artist in Residence program, and compelling public programs. AMOCA is located in an area rich in ceramic history and home to internationally recognized clay artists from the Arts and Crafts Movement, the 1960s Clay Revolution, and the contemporary ceramic community.

AMOCA is in an urban downtown district where art is an important element of a continuing, successful community revitalization program. The local community is remarkably diverse and is further enriched by several prestigious academic communities located within a few miles, including The Claremont Colleges, the University of La Verne, Western University, and Cal Poly, Pomona. The Museum is located 30 miles east of Los Angeles and Pasadena.

Major Duties and Responsibilities

- Staff the Advancement Committee of the Board to maintain and grow fundraising in alignment with the Museum's strategic plan (including sustaining support, strategic initiatives, gift planning, and institutional support).
- Cultivate and solicit a portfolio of 50-75 of AMOCA's mid-level donors and participate in

identifying and stewarding 25-50 large donors and foundations.

- Maintain and grow relationships with this portfolio of donors through regular emails, letters, phone calls, visits, photographs, and videos connecting donors to Museum activities and programs.
- Serve as a responsive point of contact for major donor inquiries (including by email, phone, and text).
- Maintain accurate and complete donor records, including contact reports and gift agreements.
- Produce and maintain fundraising dashboards and reports, monitor development goals and statistics, and provide recommendations for improvements.
- Serve as appropriate as a representative for AMOCA in local and regional committees, task forces, and community groups.
- In collaboration with ED and the Board of Directors:
 - support AMOCA's current and future campaign, focusing on cultivation and solicitation of donors.
 - plan, produce and staff 2-4 regional donor events annually for the DA portfolio ("Behind the Scenes/Circle Events").
- In collaboration with the ED and ADC&S:
 - participate in grant proposal writing, monitoring grant requirements/timelines, and reporting.
 - lead production of AMOCA's annual report and quarterly board reports.
- Collaborate with the ADC&S on:
 - annual sustaining support through existing and new campaigns, including an annual appeal and several targeted campaigns (e.g., Giving Tuesday, lapsed member drives, etc.).
 - all fundraising collateral materials, including website content, membership solicitations/incentives/campaigns, and digital appeals/direct mail appeals.
 - planning and staffing AMOCA's onsite donor programs (Donor/Artist Receptions, Members Clay Days, etc.) and offsite donor events (Circle events).

Desired Characteristics

- Proven ability to think strategically and creatively.
- Attention to detail and finely honed organizational skills.
- Strong writing, editing, and presentation skills.
- Intellectual curiosity, maturity, and sound judgment.
- Adept at working across multiple areas: digital marketing, print, content creation, and donor relations/strategic donor initiatives.
- Ability to communicate in an articulate manner with diverse audiences.

- Strong interpersonal and listening skills.
- A “doer” with a willingness to work hands-on with limited resources to execute a variety of advancement programs and activities.
- Highly motivated, able to plan proactively, prioritize tasks, and manage competing priorities.
- Strong computer skills, including Microsoft Office Suite, Google Workspace, Adobe Suite, and donor management software.
- Proven ability to work independently and with a team, manage multiple concurrent projects, and meet deadlines.
- Ability to handle sensitive information with tact and discretion.
- Honesty, integrity, ability to adapt to change and provide solution-oriented approaches.
- Valid California driver’s license.
- A sense of humor.

Qualifications

- 2-4 years of experience cultivating prospective donors and soliciting gifts or relevant experience.
- Bachelor’s degree or relevant experience preferred.
- Appreciation of and familiarity with the arts is desirable.

Working Conditions

The Director of Advancement will work in general office and museum conditions. 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 DA must be able to relate well to individuals from a variety of backgrounds and positively represent the Museum in these relationships. The position requires occasional travel.

Compensation

Competitive compensation commensurate to applicant’s experience (Range \$70-\$80K). Benefits include medical insurance (based on 50% Kaiser Gold), sick, vacation, and holiday pay.

Application Process

Please send a letter of interest and resume to: bgerstein@amoca.org. Position will be open until filled.

Equal Opportunity Employer

AMOCA is an Equal Opportunity Employer and does not discriminate based on race, religious

creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, military or veteran status or any other basis protected by law.

The statements in this description represent typical elements, criteria, and general work performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required for the position.