

Director of Development

Reports to:	Executive Director
Department:	Development
Status:	Full Time, exempt
Compensation:	DOE

Bellevue Arts Museum is seeking an experienced and dynamic Director of Development to lead the Museum's fundraising efforts. The Director of Development manages all fundraising initiatives including individual gifts, corporate sponsorships, grants, membership, and admissions. In addition to managing BAM's annual fundraising, this is a unique opportunity to help launch and implement a significant multiyear strategic growth campaign. BAM seeks a candidate with a strategic vision to grow a comprehensive development program integrating all of these efforts. Reporting to the Executive Director, the Director of Development will work closely with the entire staff and Board of Trustees to achieve the overall fundraising goals of the Museum.

About Bellevue Arts Museum

Bellevue Arts Museum is a leading destination in the Pacific Northwest to experience art, craft, and design. BAM engages the community through exhibitions, programs, and publications, featuring regional, national, and international artists. At BAM, we pay special tribute to the materials, processes, and artistic vision that inspire today's artists while honoring past achievements. The work of both emerging and well-known artists comes to life through the Museum's diverse educational programs, which allow visitors to directly engage with objects, artists, and scholars.

Job Summary

As a member of the senior leadership team, the Director of Development will be responsible for developing and implementing the contributed income strategy for Bellevue Arts Museum, including relationships with individuals, corporations and foundations. S/he will support, maintain, and grow the Museum's donor base and serve as a representative of the Museum to our external constituencies. S/he will work closely with and provide direction and support for the fund development efforts of the Executive Director and Board of Trustees, as well as direct and supervise the development staff in execution of their individual and coordinated duties.

Key Responsibilities

- Develop, implement, and oversee a fundraising plan for all aspects of fund development, including but not limited to major gifts, annual fund appeal, membership program, activities, and events, including the annual fundraising gala, Artful Evening.
- In collaboration with the Executive Director and the Board of Trustees, manage a major gifts strategy to raise a total of \$2M in major gifts each fiscal year.

- In collaboration with the Executive Director and Board of Trustees, plan and execute a multiyear strategic growth campaign.
- Work closely with a campaign committee to ensure the success of the campaign.
- Oversee the grants pipeline and work with a grant writer (contracted) on the development of grant proposals to foundations, corporations, and public agencies.
- Analyze and generate development reports for Executive Director and Board of Trustees
- Establish and track fund development goals through the annual budget process together with the Executive Director, Fund Development Committee, Campaign Committee, and Finance.
- Research, propose, and implement a legacy-giving strategy.
- Take a leadership role in identifying and establishing institutional policies, practices, and direction to achieve the objectives of the Strategic Plan and aligned Business Plans.
- Lead donor research and cultivation and provide appropriate briefings to Board and staff members; work with staff to research and develop future prospect lists.
- Collaborate closely with the Marketing team to develop case statements and ensure that all development materials are accurate, timely, and compelling.
- Oversee BAM's membership and admissions strategy and teams.
- Improve and maintain a high-functioning development operation for managing donor records, annual development plan, and grant calendars. Ensure that appropriate recognition, stewardship, and reporting occurs for all donations, grants, and contracts.
- Directly supervise development staff including: hiring, training, managing, and evaluation.
- Other responsibilities as required to support the mission of the Museum.

Skills & Experience

- A seasoned development professional with a solid understanding of and experience with all fundraising techniques, including major donor solicitation, corporate and foundation grant-seeking, grant writing, government grant development, special events and annual fundraising.
- Experience planning and implementing large scale fundraising campaigns (ideally \$10MM+).
- A genuine interest and passion for the mission of Bellevue Arts Museum and a working knowledge/background in the arts.
- Hands on, with the knowledge and desire to improve upon current fundraising systems and infrastructure.
- Experience in coordinating events for cultivation and donor appreciation.
- Ability to prioritize effectively and handle multiple projects and deadlines simultaneously; flexibility and excellent time management skills.
- A team player capable of developing, guiding, and implementing a strategic development plan in partnership with the Executive Director, board members and other key staff and volunteers.
- An excellent coach able to mentor, create opportunities, and empower board members, staff, and volunteers to participate in fundraising activities.
- A strong communicator who is able to effectively articulate Bellevue Arts Museum's mission, programs, and accomplishments to funders, prospects, other BAM stakeholders, and the community as a whole.

- A strategic and creative thinker, capable of seeing opportunities and turning innovative ideas into successful fundraising activities.
- Strong interpersonal skills that ensure an open, honest, and collaborative atmosphere.
- A commitment to ongoing personal growth and professional development.
- Willingness to spend time outside of the office environment in order to interact with relevant individuals and groups who are instrumental in the development process.

Qualifications

- Required BA/BS; advanced degree preferred.
- Minimum 8 years demonstrated senior-level fundraising experience in a medium-size organization, preferably in a non-profit and/or arts-related business.
- Strong community connections with local, regional, and national funders.
- Success in initiating, developing, and enhancing relationships with key stakeholders.
- Proven track record of significant gift acquisition, including multi-year and capacity-building contributions.
- Experience with grant solicitation, membership programs, and community partnerships.
- Ability to work across diverse teams toward common goals, especially with other departments.
- Demonstrated leadership and management skills with an emphasis on setting direction, executing goals, and providing coaching to inspire success.
- Experience within the extended Arts community preferred.

To apply: Please send cover letter, resume and salary expectations to [karink@bellevuearts.org](mailto:kalink@bellevuearts.org). Submissions open until position is filled.