

Director of Development

Washington County Museum of Fine Arts

The Opportunity

The Washington County Museum of Fine Arts (WCMFA) in Hagerstown, Maryland seeks an experienced, organized, strategic, dynamic, collaboratively-spirited Director of Development capable of growing annual operational fundraising while simultaneously managing the museum's ambitious capital campaign, membership program, corporate and foundation support, and a variety of fundraising events. The successful candidate will have a deep understanding of fundraising principles, methods, and tactics, demonstrate knowledge of current trends in the field, develop relationships, and passionately advocate for the work of the museum.

The Director of Development will be part of a team committed to elevating the regional reputation of the museum while contributing to the city's revitalization, and maintaining the museum's stature as a cornerstone for arts and culture in Hagerstown.

The successful candidate will bring an understanding of, and appreciation for, the unique role that the museum plays in the region and enthusiasm for the museum's potential to broaden its audience. The successful candidate will possess high emotional intelligence, strong communication skills, and a passion for building lasting connections. Diplomatic skill, and the ability to maintain confidentiality is needed, in tandem with the dexterity to problem solve, nurture relationships, prioritize stakeholder needs, and build rapport within the community. Additionally, the Director of Development must possess strong managerial, administrative, planning, and motivational skills; a deep understanding of fundraising best practices; and a proven track record of success in donor cultivation, solicitation, and stewardship. The ideal candidate will be able to balance both relationship-oriented and task-focused responsibilities.

The museum is currently in the Leadership Gift (quiet) phase of a \$20 million capital fundraising campaign (with \$12 million estimated from private philanthropy) to fund the creation and construction of a new education center and arts campus. The Director of Development will play a critical role in achieving this growth, while also building and growing the development program and creating the infrastructure to support the museum.

As a member of the senior management team, the Director of Development will collaborate with colleagues to identify opportunities for philanthropic investment that will further the impact and reach of the museum. The successful candidate will help to elevate the museum and contribute to an exciting period of growth.

Qualifications:

Required

- Bachelor's degree or equivalent combination of education and experience.
- Minimum of 5 years of experience fundraising in a not-for-profit, arts, museum, university, or related setting, **OR** a master's degree with at least four years of related experience.
- Experience working with board members, senior management, staff, patrons, and support organizations is needed.
- A proven record of successful fundraising that includes major gifts secured to meet strategic goals.
- Grant writing and reporting experience.
- Strong interpersonal and organizational skills.
- Proficiency with donor database systems (Veevaart or Salesforce CRM preferred).

Preferred

- Master's degree in organizational leadership, arts administration, business, marketing, or related field.
- Significant knowledge of museums, art galleries, or related educational or cultural institutions.
- Familiarity with the Mid-Atlantic philanthropic landscape.
- Expertise in prospect research, digital campaigns, and other tools to support effective fundraising.
- CFRE

Physical Requirements

- Mobility to work in an office setting and use office equipment; travel offsite and to different locations; ability to understand printed materials;
- Ability to see, listen and talk for extended periods in person, over the telephone and computer.
- Visual acuity: color perception, close vision, accurate depth perception and distance vision.
- Very frequent sitting, standing and walking.
- Ability to lift up to 15 pounds, pushing and pulling, keyboarding and gripping

Application Process

Salary range: \$60,000–89,000, the final offer will be based on experience and internal equity within the organization.

This is a full-time (min. 35 hours per week) exempt position, weekend work and evening hours required.

This position is eligible for a flex work schedule (subject to change), with a minimum requirement of three work days in the office each week, and attendance for certain after-hours programs and events. In-office attendance may be required during certain periods. The museum conducts pre-employment background checks and drug testing as part of our selection process.

WCMFA is an Equal Opportunity Employer committed to fostering a workplace culture of accessibility, inclusion, diversity, and racial equity and urges qualified diverse applicants to apply.

Benefits include: medical, dental, and vision insurance options. 403(b) retirement plan with generous employer match and contributions. Employee Assistance Program (EAP), life and disability insurance.

All applications must be accompanied by a cover letter and résumé. Cover letters should be responsive to the responsibilities and qualifications stated in this position description.

Email materials to info@wcmfa.org. Subject line: Director of Development Search; application deadline: October 15, 2025

Job Summary

The Director of Development works in partnership with the Executive Director to ensure that the museum meets its annual operational fundraising needs through individual donor solicitations, planned giving, annual campaigns, grants from private foundations and corporations, governmental grants, and membership and special events, while bringing the quiet phase of the museum's capital campaign to a conclusion and moving the campaign to its public phase. The Director of Development will schedule, plan, and conduct or participate in donor visits and making solicitations to achieve fundraising goals, write proposals, and collaborate on stewardship plans.

Major responsibilities include:

- Fundraising: strategy, planning, and execution
- Capital campaign management
- Building a culture of philanthropy and case for support
- Donor relations and stewardship
- Development communications
- Membership services
- Partner with all departments of museum
- Adhere to the highest ethical principles
- Actively participate in relevant professional organizations
- Ability to exercise both diplomacy and discretion

Detailed Responsibilities

Administrative

- Collaborate with Executive Director and Director of Operations & Finance to establish fiscal goals and projections that accurately reflect anticipated revenues for the organization. Also collaborate on preparation of annual departmental expense projections and adhere to budget, demonstrating sound fiscal responsibility. Ensure that the fundraising budget and activities align with the museum's exhibition and events calendars. Present regular progress reports towards goals.
- Manage day-to-day operations to ensure that all administrative and operational aspects of development are executed at a high level of quality and efficiency.
- Oversee accurate fund management and data entry related to donor activity.
- Ensure that systems and procedures to track cultivation activities, gift entries, and acknowledgements are effective, timely, and responsive.
- Work closely with colleagues and board on museum-wide initiatives and planning.
- Supervise Development & Visitors Services Coordinator and help to coordinate volunteer support for a variety of museum activities.
- Work with Manager of Marketing and Publications to develop, produce, and distribute targeted communications for fund development. Ensure that the organization's brand and voice are included in all development materials. Develop

written proposals and key communication pieces for fundraising events and activities.

- Establish and oversee annual fundraising calendars, including deadlines for grant reporting and applications.
- Serve as Manager-on-Duty on a rotating basis to cover weekend museum hours.
- Flexible attitude and willingness to support team efforts when needed regardless of seniority or responsibilities
- Work with colleagues to enhance the reputation of the museum locally, nationally, and internationally.
- Attend conferences and events to expand current knowledge and become aware of innovations in the field.

Fundraising

❖ *Capital Campaign*

- Schedule, attend, and support all capital campaign committee meetings. Prepare agendas, reports, and assignment lists. Conduct ongoing prospect research. Manage and maintain records of cultivation strategies, evaluations, solicitations, contact reports, and results of all contacts with campaign prospects. Maintain records regarding campaign gifts and pledges, including payment schedules and pledge reminders.

❖ *Operational Fundraising*

- Envision, develop, and implement a comprehensive plan for raising funds for exhibitions, major initiatives, acquisitions, endowment, and annual operating support. Focus efforts to increase financial support through annual fund, major giving, foundation, corporate, government, special events, and planned/endowment giving. Ensure that decision-making is informed by research and data; that all initiatives have a plan, measurable goals, and are easily accessible for decision-makers.
- Work with Executive Director, education, and curatorial staff members on grants designed to support exhibitions, programs, and mission-driven initiatives. Track grant application and reporting deadlines. Research potential new sources of grant funding.
- Reinvigorate, plan, organize, and logistically manage the museum's annual fundraising events, including signature major fundraisers and smaller cultivation events.
- Promote a culture of philanthropy with the organization's board, staff, and volunteers to increase donor support and levels of giving to the organization. Collaborate and partner closely with all functional areas of the organization to encourage, connect, and support philanthropic giving. Develop, and revise as appropriate, a clear and compelling case for supporting WCMFA.
- Develop and maintain positive relationships with board members and volunteers to ensure maximum support for fundraising activities and cultivation of new donors.

Maximize stakeholder networks to increase support of the museum. Create opportunities for recognition. Provide timely and accurate fundraising reports to the board. Serve as the primary liaison to the Development Committee and Campaign committee.

- Develop and maintain strong relationships with donors, funders, and the corporate and government sector. Initiate and maintain positive relationships with donor prospects, current donors, and past donors. Develop appropriate and respectful donor development, solicitation, and stewardship plans. Develop and implement recognition activities for campaign, major, planned, and endowment donors.
- Identify additional revenue strategies to help ensure growth and sustainability of the Museum.

❖ *Supervise Membership Program*

- In collaboration with Development & Visitor Services Coordinator, energize and grow the membership program, overseeing the creation of membership materials, creating and implementing membership campaigns, evaluating and administering membership benefits and members' events.

Collaboration/Teamwork

- Attend regular staff and project meetings.
- Assist in strategic planning, museum branding, and other projects aimed at the advancement of the Museum.
- Work as part of a team connecting the museum and its collections and exhibitions with the community.
- Serve as a vocal and visible leader and ambassador for the museum and its program.
- Supervise and mentor interns and work with volunteers as necessary.
- Leadership and Teamwork—organize and motivate others to accomplish extraordinary goals while creating a sense of order, direction, and active participation among team members.
- Build rapport and relate well to many different kinds of people.

About the Washington County Museum of Fine Arts

Founded in 1931, the Washington County Museum of Fine Arts (WCMFA) is a premier regional fine art museum. Accredited by the American Alliance of Museums, and with a collection of more than 8,000 objects, WCMFA is the only fine art museum within a 65 miles radius. Free to the public, the museum has an ambitious schedule of temporary exhibitions, classes, lectures, concerts, and online interpretive programs. The permanent collection has strengths in American art, Old Masters, and art of world cultures. A beloved community resource, located on the lakefront in historic City Park in Hagerstown, Maryland, the museum has served seven generations of local residents, and is considered one of the best small museums in America. The museum is raising funds for an ambitious expansion and has recently completed the schematic design phase of planning.

WCMFA is an equal opportunity employer, committed to providing employment opportunities to all qualified applicants without regard to race, color, religion, age, sex, sexual orientation, gender identity, national origin, disability or protected veteran status. The Museum is a private, non-profit 501c3 institution with an annual budget of approximately \$1.7 million.

For more information visit wcmfa.org.