

MIT Job Description

Job Title: Mgmt 4, DLCI Fundraising	Position Title: Director of Development for the Arts
Pay Grade: 12	
Reports to: Philip Khoury, Vice Provost	Functional Reporting to: Michael John Gorman, Director, MIT Museum Paul Ha, Director, List Visual Arts Center Leila Kinney, Executive Director, Arts Initiatives
Department: Office of the Provost	% Effort or Wkly Hrs: 100%
Date: 7/30/24	Prepared by: Leila Kinney

Position Overview Statement

The Director of Arts Development will work closely with the Vice Provost and leaders of the MIT Center for Art, Science & Technology (CAST), the MIT List Visual Arts Center, and the MIT Museum to advance their missions and raise philanthropic support for the next phase of the Arts at MIT. The new MIT Museum, opened in Kendall Square in 2022, is entering a period of geometric growth; the List Visual Arts Center is mounting a significant campaign; and after a decade of rapid growth as a startup, CAST is poised to secure long-term funding. [The Future of the Arts at MIT Committee](#) is developing ambitious goals for the Arts at MIT. The director will play a crucial role in implementing and supporting this vision.

Working in close collaboration with the directors and fundraising staff in each arts unit, faculty throughout the arts sector, and colleagues in central Resource Development, the director identifies, cultivates, solicits, and stewards prospective donors—individuals, foundations, and corporations—capable of making major gifts to the arts. The director has a thorough understanding of the missions and priorities of the sector and creates comprehensive cultivation plans and solicitation strategies to achieve sustainable growth in philanthropic contributions to the arts.

Must be willing to travel up to 30% of the time. Occasional evening and weekend work is required.

This is a hybrid position with a combination of on-campus and remote work.

Principal Job Duties and Responsibilities:**

Strategic Direction and Execution:

- Serves as a key advisor to the Vice Provost with responsibility for the non-curricular arts, the Executive Director of Arts Initiatives, the Director of the List Visual Arts Center, and the Director of the MIT Museum in developing fundraising priorities and strategies, in alignment with the overall goals and missions of the individual units.
- Works with fundraising staff in the individual units to implement strategic development plans to raise endowment, expendable gifts, foundation grants, or other revenue that supports the arts units in the sector.
- Serves as key liaison to MIT Resource Development to ensure strategic alignment between arts sector goals and campaign priorities as well as individual donor relationships.
- Serves as key liaison to Foundation and Corporate Relations to identify and cultivate support from external foundations and organizations. Collaborates with leadership, staff in individual units, and contract grant writers to prepare proposals.
- Works with directors, faculty, and staff assigned strategic priorities to translate fundraising goals into action plans, including drafting proposals to individuals, corporations, and foundations to support gifts for their initiatives.
- Develops a deep understanding of the broad range of programs in each unit, with the goal of matching their work with potential funders.
- Manages a portfolio of key organizational and individual prospects. Identifies, cultivates, solicits, and stewards current and potential donors, in close coordination with leadership and fundraising staff in individual units as well as relationship managers in central Resource Development.
- Strategically organizes meetings and travels individually or with sector leaders, fundraising staff, faculty, or volunteers to cultivate and solicit gifts.
- Works with leadership and fundraising colleagues to create, develop, and execute donor relations and stewardship strategies.
- In collaboration with leadership, advises events staff on the planning and execution of special fundraising events, including but not limited to the Eugene McDermott Award in the Arts at MIT gala.
- Working with communications officers in the individual units, advises on the creation of collateral for use in fundraising.
- Advises on donor recognition executed by the individual units, including communications, and participates in events to cultivate prospective donors or acknowledge current major donors.

Analysis and Reporting

- Oversees development of contact and research reports.
- Analyzes giving trends and recommends target strategies for increasing support.

- Documents all donor interactions in a timely fashion, using MIT Advancement database.
- In collaboration with local fundraising staff, prepares prospect research briefings and background materials for leaders.

Other Duties

- Performs other duties as needed or assigned.

Supervision Received:

This position reports to the Vice Provost with responsibility for the arts, in the extra-academic arts sector. Supervision is minimal and the director of development works collaboratively with the Vice Provost, individual directors in the sector, and the fundraising staff who report to them. The individual directors in the sector provide input to the annual performance review of the Director of Development for the Arts.

Supervision Exercised:

This position has functional management of individual fundraising staff in each of the sectors and works in close coordination with them, especially on cultivation and solicitation of major gifts. Provides input to annual performance reviews of all fundraising staff in the sector.

Qualifications and Skills:

Minimum Required Education and Experience.

- Bachelor's degree.
- Minimum seven years of experience in front-line fundraising or annual giving fundraising, preferably in an arts organization, or resource development in higher education, or equivalent setting.
- Record of securing six and seven-figure gifts in a fast-paced environment.
- Demonstrated accomplishment in a position requiring independent planning and efficient utilization of time and resources.
- Ability to work in a highly collaborative and team-based environment is essential.
- Ability to prioritize and balance complex and sometimes competing goals from multiple stakeholders.
- Excellent strategic, verbal, and writing skills.
- Demonstrated interpersonal and communications skills, including confidentiality, tact, and diplomacy in working with a variety of constituencies (donors, leaders, faculty, staff, students, alumni, volunteers, and visiting artists).

Technical Skills:

- Experience with Ellucian Advance Web or other enterprise fundraising systems.
- Thorough knowledge of collaborative software (Google Suite, Microsoft Teams) and Apple computing environment.
- Familiarity with data tracking software (e.g. CRMs, AirTable) or willingness to learn.

Preferred Qualifications

- Master's degree or specialized fundraising training.
- Experience with major campaigns in a non-profit organization.
- Experience with major arts donors.

MIT POLICIES

Expectations for all employees:

As a member of the MIT community, supports MIT's Non-Discrimination Policy and respectfully interacts with others in the community. Represents MIT with professionalism, ethics, integrity, and mutual respect towards colleagues and internal/external clients. Keeps current and proficient with necessary skills and knowledge, including computer skills. Self-identifies training needs relevant to work area and responsibilities. Demonstrates initiative, flexibility, openness to change, and accountability. Works within a team environment, providing support to and collaboration with colleagues.

Visas: MIT is unable to provide work authorization and/or visa sponsorship for this position.

Probationary Period: This position has a 6-month probationary period for new employees to the Institute.

Equivalent Experience: MIT considers equivalent combinations of experience and education for certain jobs. All candidates who believe they possess equivalent experience and education are encouraged to apply.

Equal Opportunity: MIT is an equal employment opportunity employer. All qualified applicants will receive consideration for employment and will not be discriminated against based on race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, ancestry, or national or ethnic origin.

**To comply with regulations by the American with Disabilities Act (ADA), the principal duties in position descriptions must be essential to the job. To identify essential functions, focus on the purpose and the result of the duties rather than the way they are performed. The following definition applies: a job function is essential if removal of that function would fundamentally change the job.

Please apply via MIT's job portal: <https://hr.mit.edu/careers>; **Job Number: 24364**