



## JOB POSTING

<b>Job Title:</b>	Vice President for Institutional Advancement
<b>Department:</b>	Institutional Advancement
<b>Direct Supervisor:</b>	President and CEO
<b>FLSA Status:</b>	Exempt
<b>Full-time/Part-time:</b>	Full-time
<b>Salary:</b>	\$98,000/year
<b>Date Prepared/Revised:</b>	May 2022

### I. SUMMARY

The Vice President for Institutional Advancement is responsible for advancing the mission of the Rochester Museum & Science Center through strategic planning, leadership, and the formation and execution of a comprehensive fundraising strategy. As a member of the Museums' executive leadership team, the Vice President for Institutional Advancement builds strong relationships with the Museums' stakeholders and donors and develops, prioritizes and implements fundraising and marketing strategies. The Vice President for Institutional Advancement's primary responsibility is to raise operational and major gifts for the RMSC's programs and services. They report to the President and CEO and works closely and in partnership with all program directors and Board of Trustees.

The Vice President for Institutional Advancement creates and implements a fundraising program that raises \$1.4 million in private operational support from individuals, foundations, corporations; and \$2 million in public fundraising from city, state, and federal sources. This position also oversees a major Capital Campaign in support of an exciting new addition to the Museum.

The Vice President for Institutional Advancement directly supervises the Institutional Advancement and Marketing & Communications teams.

A key member of the senior leadership team, this position works closely with the Museum management, Education, and Exhibits and Collections departments to identify funding priorities and develop new funding proposals.

*Work schedule may include flexible hours, weekends, weekdays, evenings, holidays and extended hours in order to meet the needs of the organization.*

### II. RMSC CORE VALUES

- Supports the RMSC Core Values of Community, Innovation, Excellence, Lifelong Learning and Integrity

### III. ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manage and grow a robust portfolio of current and prospective individual, corporate and foundation donors. Build, cultivate, solicit, and steward the portfolio of donors. Create strong and meaningful relationships that advance the RMSC through annual major and capital giving. Solicit Capital Campaign donations as appropriate.
- Build, guide and supervise an Institutional Advancement team that achieves goals by creatively and resourcefully mentoring, inspiring, leading and managing the team in the successful

implementation of strategic fundraising plans. Oversee the Capital Campaign and annual campaign and provide support and guidance to the full team.

- Develop and implement a comprehensive strategic short and long-term fundraising plan consistent with the Museum's strategic plan, mission, and programming. Ensure a balanced mix of philanthropic sources, including a diversified donor base of individuals, foundations, and corporations as well as public funding.
- In close collaboration with the President and CEO, provide the tools and support critical to their and Board of Trustees members' successful engagement in fundraising. Strategize and track progress in major and leadership giving involving Board of Trustees members. Collaborate with the President and CEO to secure annual Board member contributions.
- Participate on Board Committees as assigned. Lead fundraising committees and provide quarterly fundraising reports. Support the Committee on Trustees by helping to identify potential new Board members and make recommendations regarding their worthiness and reasons for their likely interest in serving.
- As a member of the Museums' senior management and leadership team, contribute to and participate in overall organizational decisions as appropriate.
- Develop and manage a reasonable and balanced department budget, including projection of fundraising revenue.
- Other duties as assigned

#### **IV. SUPERVISORY RESPONSIBILITIES**

- Directly supervises the Institutional Advancement and Marketing & Communications teams, involving responsibility for interviewing, hiring, and providing staff training.
- Develops customer service standards.
- Completes performance appraisals for direct reports and recommends further action (pay adjustments, additional training, disciplinary action, etc.)
- Monitors employees' attendance, approves excused absences, and verifies and approves timesheets.

#### **V. COMPETENCIES**

##### **Informational/Technical:**

Appropriate use of the internet, intranet, email, paging system, payroll system, phone system, and computer systems. Working knowledge of Altru or other Blackbaud donor database solutions and wealth screening tools is essential.

##### **Communication:**

Ability to communicate effectively, politely, professionally, and comfortably with all guests and staff. Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; and participates in meetings. Extremely high proficiency for clear and informative written communication. Ability to read complex written information and also to be able to interpret data from multiple sources.

##### **Decision Making and Reasoning Ability:**

Must be dependable, organized, and able to adapt to changing demands and environments; the ability to apply common sense and understanding to carry out instructions delivered in written or verbal form. Ability to maintain confidentiality.

##### **Time Management:**

Ability to set priorities and to meet established deadlines without direct supervision. Ability to effectively transition between multiple duties. Ability to take initiative and identify projects in need of completion.

## **VI. QUALIFICATIONS**

A Bachelor's Degree or equivalent and 8 to 10 years of related experience with proven success in major gifts; experience in arts and culture is preferred. Experience with capital campaigns of over \$10m is preferred. A minimum of 5 years in a supervisory role with demonstrated ability to mentor, inspire, lead and manage a professional fundraising team in the successful implementation of strategic fundraising plans and goals. Knowledge of Google and Microsoft Suites required. Familiarity with CRM solutions preferred; Altru knowledge is a plus.

## **VII. PHYSICAL REQUIREMENTS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made to support individuals with disabilities.

Must be able to see, hear, speak, and type. Must be able to sit or stand for extended periods of time and occasionally lift up to 10 lbs.

## **VIII. WORK ENVIRONMENT**

While performing the duties of this job, the noise level in the work environment is usually quiet. Ability to travel locally for business meetings/functions including occasional overnight travel as job requires.

Please submit your resume & cover letter to Sue MacDonald, Director of Human Resources at [smacdonald@rmsc.org](mailto:smacdonald@rmsc.org)

**Deadline to apply: May 20, 2022**

**Due to the high volume of resumes we receive, no phone calls please.**

This job posting reflects management's assignment of essential functions and does not restrict management's right to assign or reassign duties and responsibilities to this job at any time. RMSC is committed to creating a diverse environment and is proud to be an equal opportunity employer. This policy expressly prohibits discrimination based on sex, race, color, religion, creed, national origin, age, marital status, sexual orientation, disability, genetic predisposition, gender identity or expression, carrier status, domestic violence victim status, veteran status, or status as a member of any other protected group or activity.