



Director of Institutional Advancement (Full-Time Position)

About The Museum of Art + Light (MoA+L)

www.artlightmuseum.org

Founded in 2021, and opened to the public on November 8, 2024, the Museum of Art + Light (MoA+L) is a contemporary art museum that explores the limitless convergence of visual art, the creative process and digital technology.

Our Mission—to bridge 21st century technology with the visual and performing arts to incite positive emotion, cultivate meaningful connections, encourage artistic exploration, and spark innovation.

MoA+L captivates audiences through the presentation of rotating exhibitions featured on three floors. MoA+L's exhibitions, whether displayed as physical fine art objects in an array of media, or as unique digital immersive experiences inspired by original works of art created by artists past and present, are shown together with narrative context and versatile arts-inspired programming. All exhibitions provide illuminating, multi-sensory experiences that connect and stimulate visitors—families, youth of all ages, artists, community partners, and educators alike to have conversation and make personal meaning.

Our Values—central to our mission is the promotion, understanding, and appreciation of the arts through educational experiences that foster self-reflection, enhance critical and creative thinking, produce emotional responses, promote well-being, and facilitate community and cultural partnerships.

Summary of Position

The Museum of Art + Light (MoA+L) seeks an experienced Director of Institutional Advancement to Lead MoA+L's annual fundraising efforts, located in Manhattan, Kansas. Reporting to the Executive Director, this position is responsible for creating and implementing long-and short-term strategies to generate and maximize contributed income that supports the MoA+L mission and priorities, including capital, programming, cash reserve, and endowment campaigns. The Director of Institutional Advancement is responsible for coordinating and managing the organization's institutional development program as director by the Executive Director. The candidate will also assist in developing and maintaining active and productive relationships with board members, individual and institutional donors, and government

officials. In this role, the Vice President will help forge new external relationship to build MoA+L visibility, impact and financial success.

Requirements

The person in this position must be able to contribute to all phases of a project and thrives in working on a small, tight-knit team; a creative thinker who possesses a wide range of skills and qualifications including an art museum acumen, personable and engaging. They must be able to work effectively with a diverse staff, are highly organized, have good initiatives, take ownership, and have excellent project management skills. They must be a team player who can work successfully in a dynamic and collaborative environment and have a track record in developing and implementing innovative ideas, while not afraid to take on some administrative duties.

Major Duties + Responsibilities:

- Direct the planning and implementation of a range of fundraising programs to achieve the organization's contributed revenue goals for annual operations (current goal: \$2 million annually).
- In conjunction with the Executive Director, maintain, expand, and implement an annual fundraising plan with financial goals, objectives, and strategies for identifying, cultivating, and soliciting major individual gifts, sustaining partnership gifts, corporate, local and national foundation gifts, and sponsorships. Prepare periodic reports for the Executive Director that track fundraising against established development targets.
- Identify new individual and institutional funding sources and trends to support MoA+L fundraising efforts.
- Forge strategic partnerships with major companies and key community leadership to support MoA+L programs and organizational priorities.
- Provide leadership and administrative support for various MoA+L fundraising and event committees; organize regularly scheduled fundraising and event committee meetings, including presentation materials. Oversee and coordinate follow-up to committee meetings and assist members as needed.
- Plan, fundraise, and execute the annual gala and manage the efforts of event planning team.
- Coordinate special fundraising and/or cultivation events to secure new friends and donors. Work closely with the Executive Director to ensure productive and efficient relationships with event committees and/or consultants.
- Coordinate and supervise any annual sustaining membership campaign and direct mail programs, with support of development staff.
- Oversee the maintenance of all development files and records regarding prospective contributors on all levels and ensure that all other necessary records are available as needed for smooth development and auditing operations.
- Oversee donor database systems and development of procedures to track, record, report, acknowledge, and recognize all contributions and ensure the accuracy and

timeliness of all fundraising, prospect, donor, and fundraising volunteer communications.

- Work with Executive Director and grants writer in successful completion of funding applications and follow-up reports.
- Work closely with the Executive Director to develop fundraising materials. Assist the Executive Director and Marketing team in the design and production of all major fundraising publications, including MoA+L's website and social media. Work with designers and printers to promote the annual fund- and friend-raising goals and activities.
- Coordinate with Director of Finance + Operations and external legal team for financial reports.
- Coordinate with VP of Learning Engagement + Visitor Experiences on programming details, including accurate budgets and closeout reports, for fundraising.
- Ensure optimal use of Blackbaud Altru relating to development and marketing.
- With the Executive Director, lead strategic plan initiatives and capitalization efforts.
- Other duties as may be assigned by the Executive Director

Desired Qualifications, Experiences, Skills, and Abilities:

- Demonstrated commitment to diversity, equity, and inclusion and to supporting and advancing a diverse team.
- Success as a front-line cultivator and solicitor of transformational, major, principal, and planned gifts.
- Capital campaign leadership experience.
- Five to seven years' minimum successful fundraising experience leading a department in a comparable non-profit; proven track record of fundraising for medium-size nonprofit organization.
- Undergraduate degree required; advanced degree and fundraising certifications a plus, but not required.
- Experience with fundraising software and donor database software, such as Blackbaud Altru, Tessitura or Raisers Edge.
- Proficiency in MS Office applications including Word, Outlook, Excel and PowerPoint, and TEAMS.

Personal / Professional Attributes:

- Understanding and appreciation for the performing arts and other cultural programs with a specific passion for the unconventional and innovative MoA+L culture and programming.
- A warm, engaging, charismatic presence.
- Ability and willingness to attend evening and weekend MoA+L events on a regular basis and to travel, as needed.
- Excellent oral and written communication skills.
- Commitment to embracing current and emerging tactics in philanthropy, including but not limited to e-philanthropy, and digital/social media platforms.

- Highly motivated and able to work independently.
- Ability to garner the respect and trust of the Executive Director, the MoA+L board, various fundraising committees, current and prospective donors.
- Ability to work as a team with senior leadership leading other departments.
- Self-confident, flexible, and able to work collaboratively with a variety of volunteer leaders and staff.
- Superb relationship builder.

To be considered for this opportunity, submit a resume and cover letter to info@artlightmuseum.org

Submission Deadline: This job listing will remain open until the first interview phase is complete or until a sufficient number of qualified candidates have been identified. NOTE: Incomplete application materials may not receive full consideration for the position.

Physical Job Requirements:

While performing this job, the employee will be required to sit, stand and work, to lift up to 30 pounds. occasionally, do close work with a computer and perform repetitive hand movements.

Salary Range: \$80,000 - \$90,000 commensurate with experience (Yearly Salary)

Benefits: A suite of benefits are included with the position including paid time off, health insurance, and a 401K plan.