



685 Mission Street  
San Francisco, CA 94105  
415.358.7200  
www.moadsf.org

## Director of Annual Giving

### About MoAD

The Museum of the African Diaspora (MoAD), a contemporary art museum, celebrates Black cultures, ignites challenging conversations, and inspires learning through the global lens of the African Diaspora. MoAD is based in San Francisco and plays a vital role in the local arts community. MoAD is uniquely positioned as one of the few museums in the world focused exclusively on African Diaspora culture and on presenting the rich cultural heritage of the people of Africa and of African descendant cultures across the globe.

### Position Summary

The Director of Annual Giving is a new position at MoAD and will be a critical role in a growing and ambitious department. The Director of Annual Giving will work in tandem with the Chief Development Officer to refine departmental infrastructure and to build a committed, inspired, and goal-oriented team. This role will be a thought-partner to identify and implement annual fundraising strategies to achieve MoAD's aggressive programmatic and budget growth in collaboration with the CEO and Chief Development Officer. This position will be responsible for donor acquisition, retention, and upgrades to create a portfolio of 75-95 households and corporations with annual giving levels starting at \$5,000. The Director of Annual Giving will be a core participant in all annual fundraising efforts including the gala with a focus on securing high-level attendees and corporate sponsorships; foundation, corporate, and government grants; membership growth; and mailed appeals. This position reports to the Chief Development Officer and will actively collaborate across departments to ensure MoAD's mission and impact are communicated and shared with philanthropic investors.

### Primary Responsibilities

- Oversee all annual fundraising efforts including individual, foundation, corporate, and government revenue.
- Identify, qualify, cultivate, solicit, and steward a portfolio of 75-95 major and corporate donors.
- Meet ambitious portfolio goals inclusive of securing a personal minimum of \$1.5M annual revenue.
- Responsible for designing and implementing effective strategies to grow donor base.
- Collaborate with Chief Development Officer to implement a metrics-driven approach to major-gift fundraising, including goal setting, prospecting, and moves management.
- Develop strategies to increase donor retention and upgrade individual gifts year over year.
- Develop, author, and edit proposals and materials to support gift solicitations
- Enter and manage detailed, accurate, and current donor records using the Altru CRM, including giving history, contact and biographical information; develop and utilize reports to evaluate donor engagement.
- Ensure all giving deliverables are fulfilled and impact is reported.
- Works with all areas of the Development Department to support annual revenue goals are achieved.
- Represents as an ambassador of MoAD at internal and external public events.



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## Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

## Qualifications

A strong candidate will:

- Have a strong affinity for MoAD's mission.
- Have 4-7 years' experience in frontline fundraising with demonstrated success securing 5-6 figure gifts.
- Have experience building and managing a team and growing a department.
- Professional drive and inspiration to reach ambitious goals.
- Ability to think creatively and strategically in collaborative and independent environments.
- Possess superior interpersonal skills and comfort working with the public.
- Be self-motivated with the ability to work both independently and collaboratively.
- Demonstrate excellent verbal and written communication skills.
- Ability to handle multiple tasks, manage priorities, navigate workflows, and meet deadlines in a high-volume, fast-paced environment.
- Demonstrate a high level of professionalism in dealing with confidential and sensitive issues.
- Familiarity with Altru is preferred, familiarity with donor databases is required.
- Have proficiency with MS Office Suite (Outlook, Word, Excel, PowerPoint, and more).
- Experience with Canva and Adobe Creative Suite is a plus.

## Physical Demands

- Ability to accurately read written information, communicate via phone and via email.
- Ability to work at a computer for extended periods.
- Ability to work primarily on-site, with hybrid work options available in accordance with MoAD policies and supervisor approval, in addition to off-site production.
- Ability to work weekend and evening hours as well as occasional holidays as needed to prepare for and attend various special events.

## Compensation and Benefits

- \$90,000-\$102,000 commensurate with experience
- A comprehensive benefits package will be a part of the total compensation, including paid time off (vacation, sick, holiday), 401(k), FSA, pre-tax commuter benefits, and health insurance including medical, dental, vision, and chiropractic, with a generous 90% of employee premiums and 60% of dependent premiums paid by the Museum for our base plan.

## To Apply

To apply please submit a cover letter and résumé to [devjobs@moadsf.org](mailto:devjobs@moadsf.org) with the subject: Director of Annual Giving. Please note, application without a cover letter will not be considered.



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Diversity makes us stronger. MoAD is committed to diversity in its programming and creating an inclusive work culture and environment that is reflective of the San Francisco Bay Area. We are an Equal Opportunity Employer, and all qualified applicants will receive consideration for employment without regard to race, color, ethnicity, religion, sex, age, national origin, protected veteran status, disability status, sexual orientation, gender identity or expression, marital status, genetic information, or any other characteristic protected by law. Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.