

**Position Description:**

**Title:** Director of Development

**Salary range:** \$125,000-\$155,000k (or commensurate with experience)

**About the ICA San Francisco:**

The Institute of Contemporary Art San Francisco (ICA SF) is a free, non-collecting contemporary art museum dedicated to experimenting in public, and embracing constant reinvention in the realm of contemporary art. Learning from the process of the year of starting up, ICA SF is a museum that's continuously "under construction," retaining the requisite nimbleness that comes from that condition. Through exhibitions, programming, and social opportunities, ICA SF seeks to broaden the possibilities for civic and creative engagement within the region's vibrant ecosystem and to enable artists to push boundaries, experiment with new ideas, and take risks.

**About the Position**

The Institute of Contemporary Art San Francisco (ICA SF) seeks a Director of Development, a pivotal role that reports directly to the Executive Director and is essential to the museum's growth and sustainability. This dynamic position encompasses leading comprehensive development programs, crafting and executing innovative fundraising strategies, and managing donor relationships to support ICA SF's mission. The Director of Development will play a crucial role in donor cultivation, strategic planning, event coordination, stewardship, and overseeing the donor database, in close collaboration with the Executive Director and the leadership team. As a strategic thinker deeply committed to contemporary art and community engagement, the successful candidate will significantly impact fostering connections, achieving ambitious fundraising goals, and shaping the museum's future within the vibrant San Francisco Bay Area arts community.

**Responsibilities:**

The Director of Development at the Institute of Contemporary Art San Francisco (ICA SF) plays a pivotal role in the museum's growth and sustainability. This individual will be



entrusted with a diverse array of responsibilities designed to maximize fundraising efforts and deepen the institution's engagement with its donors and community. Key responsibilities include:

- **Strategic Fundraising Leadership:** Develop and implement comprehensive fundraising strategies that align with ICA SF's mission and objectives. This includes setting annual goals, identifying new opportunities for donor engagement, and leveraging innovative fundraising channels to enhance revenue streams.
- **Donor Cultivation and Stewardship:** Lead all aspects of donor relations, from identification and cultivation to solicitation and stewardship. Create and maintain meaningful relationships with a wide range of stakeholders, including individuals, corporations, and foundations, ensuring a personalized approach that aligns with the museum's values and goals.
- **Database Management and Analytics:** Oversee the integration and management of the donor database, ensuring data integrity and leveraging analytics to inform fundraising strategies. Utilize data to track trends, measure effectiveness, and identify areas for improvement.
- **Event Planning and Execution:** Spearhead the planning and execution of fundraising events and donor cultivation activities. This includes overseeing the logistics, budgeting, and programming of events that engage the museum's community and inspire increased support.
- **Membership Program Development:** In collaboration with the ICA SF team, enhance and expand the 901 Club, the museum's membership program. Develop strategies to increase membership levels, engage current members, and attract new ones, creating a vibrant community of supporters.
- **Leadership and Team Collaboration:** Work closely with the Executive Director, Board of Trustees, and development committee to achieve fundraising objectives. Serve as a mentor and guide for team members, fostering a culture of excellence, innovation, and collaboration.
- **Community Engagement and Representation:** Act as a key representative of ICA SF within the community, enhancing the museum's visibility and reputation. Engage with community leaders, cultural institutions, and the broader arts ecosystem to build partnerships and collaborative opportunities.



- **Financial Oversight and Reporting:** Collaborate with the CFO to ensure accurate and timely reporting of contributed income. Participate in budgeting and financial planning processes to align fundraising efforts with the museum's financial goals.
- **Compliance and Best Practices:** Maintain a thorough understanding of all laws and regulations related to fundraising and philanthropy. Ensure that all fundraising activities are conducted ethically, transparently, and in compliance with legal standards.
- **Continuous Improvement and Innovation:** Regularly assess the effectiveness of fundraising programs and initiatives, seeking opportunities for innovation and improvement. Stay informed about trends and best practices in the field to keep ICA SF at the forefront of fundraising excellence.

This role demands a strategic thinker with a passion for contemporary art, a commitment to diversity and inclusion, and the ability to inspire others towards achieving a shared vision for the future of ICA SF.

#### **Qualifications and Skills:**

- Bachelor's Degree and 5-7+ years of relevant work experience in the arts or arts related fundraising, with ideally three years at a management level
- Demonstrated expertise in all aspects of fundraising, donor relations, and public communications, ideally in a non-profit, museum, or education setting
- Advanced knowledge of all laws and regulations surrounding donations; able to act as a subject matter expert and advise the ICA SF team and sponsors
- Clear ethical vision to ensure that all donors and fundraising programs reflect the ICA SF's mission and values
- Strong relationship building and public speaking skills, demonstrated with staff, community, donors, and board members
- Willingness to work non-traditional business hours, including evenings and weekends and travel, as needed



### **Job Specifications**

The ICA SF is currently operating on a hybrid in person/remote work model. At the moment, this candidate should be available to work in person a minimum of three days per week at our office in San Francisco. This role may require work outside of normal business hours, as well as occasional weekends to accommodate events and exhibitions.

### **Compensation and Benefits**

Employment benefits include medical, dental, and vision insurance, 401k plan, paid company holidays, and a generous unlimited vacation and sick day policy.

The Institute of Contemporary Art San Francisco is an equal opportunity employer. All applicants will be considered regardless of race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

**To Apply:** Please send letter of interest and current CV to: [Jobs@icasanfrancisco.org](mailto:Jobs@icasanfrancisco.org)