

# ASPEN • LEADERSHIP • GROUP

**DIRECTOR OF MAJOR GIFTS  
PORTLAND MUSEUM OF ART  
Portland, Maine**

<http://portlandmuseum.org>



PORTLAND MUSEUM *of* ART

The Aspen Leadership Group is proud to partner with the Portland Museum of Art in the search for a Director of Major Gifts.

Under the direction of the Director of Philanthropy, the Director of Major Gifts is responsible for the Portland Museum of Art's (PMA's) major gifts program, including development and implementation of strategies to realize the current and lifetime giving potential of donors both in and outside of Maine. The Director of Major Gifts works collaboratively with museum staff and volunteers to ensure the PMA's success in building strong and long-lasting constituent relationships.

With an extensive collection and nationally renowned exhibitions, the Portland Museum of Art is the cultural heart of Portland, Maine. The PMA boasts significant holdings of American, European, and contemporary art, as well as iconic works from Maine, highlighting the rich artistic tradition of the state and its artists. The museum brings it all to life with unparalleled programming. From special members-only events, free school tours, and a commitment to family activities to PMA Films, curator talks, and exclusive tours of the Winslow Homer Studio, the PMA strives to engage audiences in a dialogue about the relevance of art and culture to their everyday lives.

The Portland Museum of Art is an institution steeped in history and alert to the opportunities of the future. Its collection of more than 18,000 artworks guides its exhibitions and educational programs, and gives shape to its identity. As a vibrant art institution in the heart of a singular American city, the museum also maintains a steadfast commitment to its community and to its region. The PMA believes that art can help us understand the vital relationship between the local and the global, and can serve as an anchor as individuals seek to interpret the most pressing issues of their time. Across every department, the work of the PMA is informed by its respect for artwork and art makers; by its high level of attention to the complexity of art and history; and by its engagement with its audiences and community, in the past, present, and future.

## REPORTING RELATIONSHIPS

Within the External Affairs Division, the Director of Major Gifts will report to the Director of Philanthropy and supervise the Major Gifts Assistant.

## PRINCIPAL OPPORTUNITIES

Earlier this year, the PMA completed a multiyear project based on improved access and experiences with the PMA collection, titled *Your Museum, Reimagined*. Aspects of the project included:

- Construction and opening of the Peggy L. Osher Art Study and Collection Committee Conference Room, inviting the public to privately view artworks with collection staff;
- Digitization and launch of the Collection Online, a searchable online database of more than 18,000 artworks in the museum's collection;
- Opening of a new participatory space, The Workshop, which welcomes visitors to explore their creativity as well as learn about artistic practices and techniques;
- Development of programs that bring the new and unexpected—from a typewriter orchestra to valet bike parking—to the museum and into its galleries;
- Publication of the museum's first collection highlights catalogue;
- Complete reinstallation of the museum's collection across the three historic buildings that comprise the PMA's downtown campus, resulting in 20% more work on view and improved connections and narratives within the museum.

The PMA's exhibition program is diverse and the campus is among the museum's many draws. Located in the heart of downtown Portland's Arts District, the PMA encompasses three architecturally significant buildings: a fully restored 1801 mansion, a Beaux-arts style 1911 gallery space, and a modern building designed by Henry Nichols Cobb of Pei Cobb Freed & Partners. Additionally, the PMA owns the Winslow Homer Studio on the coast of Prouts Neck, Maine.

The museum is in a very strong position to build upon the momentum generated through *Your Museum, Reimagined* with the addition of a new Director of Major Gifts. The right candidate has a unique opportunity to steward the PMA's established donors, foster new relationships, and strengthen the museum's culture of philanthropy.

Recent major developments at the PMA have included the acquisition and preservation of the land surrounding the Winslow Homer Studio, major grants from the Henry Luce Foundation and National Endowment for the Humanities, and a \$5 million matching gift from Leonard and Judy Lauder to name the museum's Director position and launch a *Focused Endowment Initiative*. Along with the support of a devoted and enthusiastic Board of Trustees, the new Director of Major Gifts will have the opportunity to build upon this support and shape the future of the PMA for generations to come.

## PRIMARY RESPONSIBILITIES

The Director of Major Gifts will:

- Manage the PMA's major gifts program, lead the continued building and maintenance of the prospect pipeline, and support the Director of Philanthropy and frontline fundraising staff in major gifts portfolio management;
- Carry a portfolio of 150 individual prospects who have the capacity to make gifts of \$25,000 or more, and cultivate their interest in the museum to successfully meet or exceed annual revenue and visitation goals;
- Maintain accurate and complete records of donor contacts and communications, attend donor meetings as appropriate, and track metrics for philanthropic support;
- Work in collaboration with colleagues, Trustees, and volunteers, strengthen relationships with current donors while carrying out a systematic initiative to identify and target new bases of support;
- Partner with staff and volunteers on identification, cultivation, solicitation, and stewardship of major gifts;
- Devise a holistic philanthropic strategy for each prospect with the goal of soliciting multiyear restricted and unrestricted pledges in support of the museum;
- Meet specific, mutually agreed-upon goals for monthly contacts and completed solicitations;
- Track prospect and donor contacts and moves;
- Develop targeted solicitation proposal and stewardship materials for individual donors and prospects, in collaboration with senior staff;
- Coordinate staff and volunteer participation to cultivate, solicit, and steward philanthropic support, and promote the work and active engagement of volunteers and senior museum leadership in the cultivation and solicitation of prospects within their portfolio;
- Manage the PMA's planned giving initiative, the Margaret Jane Mussey Sweat Society, working collaboratively with the Deputy Director and Chief Financial Officer to identify and implement appropriate planned giving vehicles;
- Collaborate with the Director, and curators to assist with gifts of art, donors for gifts of art, and converting loans into gifts; and
- Perform special projects and other related duties as required, directed, or as the situation dictates.

## KEY COLLEAGUES



**Mark H.C. Bessire**

### **Judy and Leonard Lauder Director**

Mark has been the Judy and Leonard Lauder Director of the Portland Museum of Art since 2009. Prior to joining the PMA, Mark was the Director of the Bates College Museum of Art in Lewiston, Maine, from 2003 to 2009, and Director of the Institute of Contemporary Art at the Maine College of Art in Portland, Maine, from 1998 to 2003.

He was a Helena Rubinstein Fellow at the Whitney Museum of American Art and a Fulbright Fellow in Tanzania, and holds an M.B.A. from Columbia University and an M.A. in art history from Hunter College.



**Christi Lumiere**  
**Director of Philanthropy**

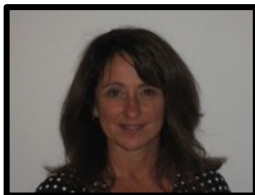
Christi Lumiere was recently named as the PMA's Director of Philanthropy, having previously served as Interim Director of Development and as Assistant Director of Development and Director of Institutional Giving. In her nearly seven years at the PMA, Christi has overseen growth in institutional giving revenues as well as the re-launch of the Friends of the Collection. She aids in the implementation of the Strategic Plan 2016-2021, oversees the \$15 million *Focused Endowment Initiative*, and serves as a lead fundraiser and strategist for the institution, while directing the activities of the Philanthropy Department.

Prior to the PMA, Christi served as Development Officer at Bowdoin International Music Festival (Brunswick, Maine) and Assistant Director of The Muhlenberg Fund at Muhlenberg College (Allentown, Pennsylvania). She currently serves on the board of Portland Buy Local and is a former Development PAG Chair for the New England Museum Association. Christi holds a B.A. in English with High Honors in Creative Nonfiction Writing from Muhlenberg College.



**Jessica May**  
**Deputy Director and Robert and Elizabeth Nanovic Chief Curator**

Jessica was the project director of the museum's acclaimed reinstallation project, *Your Museum, Reimagined*. She served as co-curator and co-author of *Richard Estes' Realism* (PMA and Smithsonian American Art Museum, 2014), and curated the 2013 *Portland Museum of Art Biennial, Piece Work*. Jessica's research and curatorial interests include the history of documentary practice, contemporary photography, and postwar figurative painting in America. Prior to coming to Portland, Jessica was Associate Curator of Photographs at the Amon Carter Museum of American Art in Fort Worth, Texas. She holds a Ph.D. in the History of Art from the University of California, Berkeley.



**Elena Henry**  
**Deputy Director and Chief Financial Officer**

Previously a Senior Accountant at KPMG Peat Marwick, Elena has expertly led the finance team at the PMA for 30 years. Elena has also been an Accounting Instructor at both the University of Southern Maine and Kansas State University. She holds a Master's Degree in Accountancy from Kansas State University.



**Elizabeth Jones**  
**Deputy Director and Director of External Affairs**

As Deputy Director and Director of External Affairs at the PMA, Elizabeth provides leadership, management, vision, and planning for all aspects of the PMA's effective functioning; for oversight of all PMA operations and staff; and for the safeguarding of its collection and overall financial health. Elizabeth directs museum-wide strategies and practices that build long-term relationships, build financial support, increase brand awareness, broaden audiences, and spur innovation while maximizing revenue.

Elizabeth has led comprehensive strategies to build the reputations of museums, both within the community and nationally. For more than 10 years, she has led efforts at the Minneapolis Institute of Arts and at the PMA to support and strengthen brand equity through communications, metric driven strategies, customer service, and donor relations. Lizzy holds a B.A. in Art History and English from Connecticut College.



**Amy Woodhouse**  
**President of the Board of Trustees**

Amy is a former Vice President at American Express. She also volunteers on behalf of Bowdoin College.



**Cyrus Hagge**  
**Vice President of the Board of Trustees**

Cyrus is the owner of Project Management, Inc. he also serves on the Boards of the University of Southern Maine Foundation, SailMaine, and SPACE Gallery.

### **CANDIDATE QUALIFICATIONS AND QUALITIES**

The successful candidate for the position of Director of Major Gifts must possess strategic agility, the ability to set priorities, intuition, political and interpersonal savvy, comfort with higher management, managing vision and purpose, integrity and trust, and the ability to deal with paradox.

Furthermore, the successful candidate for the position of Director of Major Gifts will have:

- Ability to multitask, organize work, and meet deadlines with careful attention to detail in a fast-paced, collaborative environment;
- Proven written and oral communication skills, including ability to adhere to PMA brand charter and style guide, and ability to communicate effectively with constituents in person, over the phone, and via email;
- Excellent management skills, including budget planning and administration, and the ability to effectively supervise and motivate staff;
- Ability to perform all work according to best practice standards and to the Association of Fundraising Professionals' Donor Bill of Rights;
- Ability to establish, maintain, and foster positive and harmonious working relationships with coworkers and a variety of individuals contacted in the course of work;
- Ability to build and maintain a broad network of community contacts;
- Ability to operate computers and software necessary for assigned duties including Microsoft Office, Altru, and other reporting software; and
- Ability to handle sensitive and confidential information with discretion.

A Bachelor's degree in a related field is required for this position as is at least five years of increasingly responsible and successful fundraising experience, including major gifts, planned giving, capital campaigns, and endowment.

### **SALARY & BENEFITS**

The Portland Museum of Art offers a competitive benefits package.

### **LOCATION**

Portland, Maine, is changing. During the past 15 years, the city has seen a marked increase in its national reputation, attracting attention for its award-winning food scene, creative economy, and quality of life. As Portland advances, so has the PMA, leading cultural conversations through its extraordinary collection and becoming a quintessential part of the Maine experience.

The PMA is located at the intersection of High, Congress, and Free Streets. The Congress Street Arts District is a burgeoning center of creativity and innovation known throughout New England. *Time Magazine* voted Portland one of nine cities that is "getting it right" and *The Huffington Post* ranked Portland 8<sup>th</sup> among the "best restaurant cities" in the nation. Portland is Maine's largest metropolitan area and is the state's economic hub.

### **APPLICATION DEADLINE**

All applications must be accompanied by a cover letter and résumé. Before submitting your materials, please read them over for accuracy. Review of applications will begin immediately and continue until the successful candidate has been selected.

*To nominate a candidate, please contact Tim Child: [timchild@aspenleadershipgroup.com](mailto:timchild@aspenleadershipgroup.com).*

*All inquiries will be held in confidence.*

## **ASPEN • LEADERSHIP • GROUP**

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