

## **ABBE MUSEUM**

Director of Development  
Bar Harbor, Maine

Type: Full Time, Experienced

Required Degree: BA/BS

Salary: Competitive with benefits and is commensurate with current salary structure

Position open until filled

### **Description:**

The Director of Development is a senior and highly visible position at the Abbe Museum responsible for all aspects of fundraising, including: capital campaigns, the annual fund, private major gifts, exhibition underwriting, corporate and foundation support, municipal, state, and federal grants, planned giving, and all programs designed to broaden the Museum's funding base. The Director of Development coordinates and provides staff support for board level development needs and other related sub-committees; acts as the principal liaison to the volunteer committee producing the Gathering Gala, the premier fundraising event, and other fundraising committees; oversees marketing initiatives and implements the annual marketing plan.

The Director of Development communicates the Museum's vision and mission and spearheads all levels of fundraising in the institution; works closely with the CEO and carries out policies established by the CEO and the Trustees; records and acknowledges all donations and pledges; communicates transparently and impeccably with all financial operations and procedures; evaluates and manages the performance of the Development Associate.

### **Organizational Relationships:**

This is a full-time, salaried position reporting to the CEO. The Director of Development participates as part of the museum leadership team which includes the CEO, Director of Finance and Administration, Curator of Education, and Curator of Collections. The Director of Development supervises the Development Associate who is responsible for membership and visitor services and the volunteer program.

### **Skills:**

The Director of Development has a natural social aplomb in cultivating donors and prospects, and maintains the highest professional standards of discretion. Independent judgment, decision-making authority and common sense are essential prerequisites of the job. The successful candidate must also have the highest standards of integrity, be outgoing, self-starting, well-organized, tactful, detail-oriented, innovative and capable of working under pressure and meeting deadlines.

### **Institutional Expectations:**

Every employee participates as a team member.

Every employee is cognizant of our fundraising needs and is involved in the process.

### **Requirements:**

College graduate, preferably with graduate-level training in philanthropy and at least five years

of experience in development with a non-profit institution. Endowment campaign experience is highly desirable. Thorough familiarity with computers and development database software is a must.

**Interested candidates should mail a resume or CV, cover letter, and salary history to:  
Cinnamon Catlin-Legutko - Abbe Museum - PO Box 286 - Bar Harbor, ME 04609  
Or, email the package to [cinnamon@abbemuseum.org](mailto:cinnamon@abbemuseum.org).**

**Emailed applications are accepted but mailed applications are preferred.**