

**Hill-Stead Museum  
October 2021**

**Title: Chief Philanthropy Officer**

**Reports to: Executive Director and CEO**

**Position Status: Full-Time**

**Salary: \$75,000-\$82,000**

**Position Summary:**

The Chief Philanthropy Officer (CPO) advises and assists ED/CEO on fundraising and advancement, makes policy recommendations, and leads fundraising initiatives to support Hill-Stead's operational and programmatic needs. The CPO will manage integral aspects of the current capital campaign, Bringing Art to Life, and future site-wide campaigns. The CPO will serve as an inspiring fundraiser and brand champion for Hill-Stead and the catalyst in strengthening the treasured institution's culture of service and generosity.

Under ED/CEO's direction, the Chief Philanthropy Officer (CPO) is responsible for overseeing, planning, and implementing strategic development and fundraising activities at Hill-Stead. The CPO will proactively cultivate new relationships while maintaining and strengthening existing relationships to build Hill-Stead's visibility, impact, and financial resources. In doing so, the CPO will raise private and public sector funds to support Hill-Stead's initiatives. Furthermore, the CPO will lead holistic and pointed strategies to increase the fundraising capacity with an acute focus on both cultivating high-end donors and growing the base of support.

The CPO will support ED/CEO, the Trustees and Board of Governors in cultivating and soliciting major gifts from individuals, corporations, foundations, and others. The CPO will lead a small team of professionals responsible for fundraising, volunteer cultivation, foundation and corporate philanthropic support, and volunteer cultivation for the organization. Hill-Stead's next chapter promises a more creative, engaged, and efficient museum—one that celebrates art and nature, and ignites conversations about culture and community; the CPO plays a crucial role in those efforts.

**Specific responsibilities:**

**Revenue Generation**

- Serve as a strategic and creative force for Hill-Stead with strong stakeholder communications coupled with cultivation, solicitation, and stewardship of continuing, annual, major, and planned gifts from the board, individuals, corporations, and foundations.
- Forge and strengthen strong relationships with individuals, organizations, corporations, foundations, and other major donors. Prioritize the cultivation of high-end donors and growing HSM's support base.
- Identify and implement new revenue streams, with a focus on increasing sustainable unrestricted, private revenue.
- Lead the growth of a new framework for individual giving with estate planning, sustainers, and bequests.
- Work closely with ED/CEO to develop and implement current and future capital and endowment campaigns.
- Partner with ED/CEO to deepen existing funder relationships and cultivate new supporters.

- Evaluate and drive the use of new technology funding vehicles, including the museum's website, social media, and online platforms for supporters.

### **Board and Senior Staff Leadership**

- Work closely with Development Steering Board Committee to lead the creation and implementation of development strategy. The plan will support and grow HSM's mission, capital needs, programs, operations and endowment.
- Attend board meetings and relevant board committee meetings [Development Steering; Capital Campaign] and report on development progress and activities.
- Serve as an ambassador and spokesperson for Hill-Stead and articulate our mission to external constituents.
- Together with ED/CEO, inspire, educate and train board members and senior staff in donor cultivation and professional fundraising techniques. Work with ED/CEO to ensure board members are engaged and energized by their association with Hill-Stead.
- Collaborate with ED/CEO to develop and produce regular analytic reports for senior management that synthesize the fundraising, financial progress and trends of activities.
- Identify and cultivate new grant opportunities from corporations and foundations, both public and private. Serve as primary institutional contact with existing and prospective grantors, as needed.
- Provide leadership, motivation and staff service to ED/CEO, Board President and other board members in carrying out their development responsibilities. Accompany ED/CEO and Board member as appropriate on solicitation calls and events. When appropriate, personally conduct major gift solicitations.

### **Internal Management and Infrastructure**

- Supervise departmental staff, volunteers and interns. Play a role in hiring decisions for the development and marketing teams.
- Oversee and guide Membership and Annual Fund campaigns to improve the acquisition and retention of donors and members at ever-increasing levels through creative and well-time initiatives. Supervise the development, rollout and use of internal tools, such as Veeart and iWave, to assist in the departmental mechanics and accurate tracking of funds and donor activity.
- Oversee the Departmental junior staff, who will broadly support development initiatives and operations.
- Work closely with pertinent staff colleagues in the research and tracking of grant opportunities and funding, ensuring all application, programmatic obligations and final report deadlines are met. Collaborate to compile necessary data and narrative text for all grant materials (proposals, evaluations and reporting) to ensure information is accurate, compelling and collected in a timely manner.
- Recruit, train, manage and mentor development staff. Continually review departmental infrastructure to ensure support of Hill-Stead's revenue growth goals.
- Effectively manage the development department's day-to-day operations, budget and income forecasts.
- Provide strategic oversight to all donor materials, and strategic support on the full range of external stakeholder communications.

- Partner with the finance and accounting staff to sustain efficient, effective, accurate and transparent financial tracking and reporting processes.
- Develop clear processes and collaborate with all other departments within Hill-Stead to create an understanding of and appreciation for the development function. Foster an environment of cohesiveness and collaboration.

#### **Institutional Advancement and Development:**

- Generate messaging collaboratively, including a strategic timeline, e-blasts, social media, and website landing page, for a successful Annual Fund campaign.
- Play a key role in the envisioning and execution of ongoing Annual Fund campaign.
- Review and revise acknowledgement Letters (Membership, TPR, Renewals, Holiday Cards, etc.) as needed.
- Advise and provide writing support for Hill-Stead's grant applications and reporting documents.
- Review proposals and grant letters from partner institutions in support of Hill-Stead.
- In collaboration with ED/CEO, create Hill-Stead's Annual Report and Fall Newsletter, including design concepts and creative content.
- In collaboration with ED/CEO, entertain local luminaries and influential citizens, host intimate solicitation receptions, and oversee attendance of high-level donors at Hill-Stead events.

#### **Qualifications:**

**Education & Experience:** A bachelor's degree is required; an advanced degree and strong academic credentials that will be credible to donors and other stakeholders are preferred. A minimum of 10 years of experience in progressively responsible leadership positions, which includes work in all functional areas (individual giving, institutional giving, annual giving, planned giving, stewardship, Board relations, communications) and participation in a major capital campaign (planning, implementation, management, and successful conclusion), preferably within a major cultural institution, nonprofit organization, educational institution, or other environment of similar complexity.

#### **Knowledge, Skills and Abilities**

- Past leadership experience representing an organization to external audiences and proven track record of developing successful partnerships with other companies and organizations.
- Unwavering belief in and commitment to acting and interacting with others, both within and outside the institution, with respect and integrity.
- Leadership ability and team player with exceptional interpersonal skills, capable of working with peers, volunteers, donors and a variety of individuals both inside and externally.
- Exceptional communication skills, with ability to be persuasive, credible and polished.
- Exemplary judgment in execution of individual and collective initiatives; particular skill in knowing when and how to recruit the attention of ED/CEO as supervisor.
- Creative, independent, and strategic thinker.
- Strong strategic planning and project and budget management skills.
- Excellent computer skills, including Microsoft Office and database management.
- Self-starter with a proven ability to meet and complete multiple tasks with solid deadlines.

- Passion for Hill-Stead's mission, exhibitions and initiatives. Ability to inspire and engage others with enthusiasm for arts & culture and serve as an ambassador of the ever-evolving institution.
- A demonstrated ability to provide management oversight, leadership, and direction with at least five years of supervisory experience, including experience creating and managing a budget.
- A strong record of recruiting and developing exceptional people and fostering a transparent work environment where collegiality is a key to success.
- Particular strength in developing the case for support and strategic, complex, and innovative fundraising plans, and executing against those plans to achieve goals and objectives. Experience working directly with the most senior levels of an organization is critical, as is the ability to effectively strategize and engage various groups and constituents.
- Experience identifying, nurturing, and working with Board members and other museum supporters, and an appreciation for their role in building an effective fundraising network.
- The ability to extract and analyze data to make effective, efficient decisions about donor strategy and process. Familiarity with technology and other innovations that can streamline the development process and contribute to the integration of advancement functions.
- With some flexibility, maintain physical presence onsite at the museum, to monitor and supervise departmental staff as well as contribute to positive overall staff operations and moral.

The above descriptions of tasks and responsibilities are not exhaustive and not meant to be inclusive of every task or responsibility that may be required or assigned by management.

The employee may be occasionally required to stand or remain in a stationary position for extended periods of time. The employee must be able to occasionally lift and/or move up to 25 pounds. The employee may frequently ascend and descend stairs. Reasonable accommodations may be made for persons with disabilities in order to perform duties essential to the position. Flexibility is required to work some early mornings, nights, and weekends.

Hill-Stead Museum follows federal and state laws and is an equal opportunity employer. The museum does not discriminate against individuals on the basis of race, color, religion, gender, sexual orientation, national origin, age, disability, political affiliation or belief, genetic information, or any other legally protected classification.