



## JOB DESCRIPTION

ASSOCIATE DIRECTOR OF PROJECT PHILANTHROPY  
SAN FRANCISCO MUSEUM OF MODERN ART (SFMOMA)

SAN FRANCISCO, CA

### COOK SILVERMAN SEARCH

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## ABOUT SAN FRANCISCO MUSEUM OF MODERN ART (SFMOMA)

The San Francisco Museum of Modern Art (SFMOMA) is one of the largest museums of modern and contemporary art in the United States and a thriving cultural center for the Bay Area. SFMOMA believes the art of our time is vital and shares it with passion and purpose, and that art and the creative process can open minds and help build a better world. SFMOMA assembles unparalleled collections, creates exhilarating exhibitions, and develops engaging public programs that connect with the community. Their remarkable collection of painting, sculpture, photography, architecture, design, and media arts is housed in an LEED Gold-certified building designed by the global architects Snøhetta and Mario Botta. In addition to seven gallery floors, SFMOMA offers 45,000 square feet of free, art-filled public space open to all.

For more information, please visit [www.sfmoma.org](http://www.sfmoma.org).

## POSITION OVERVIEW

The Associate Director of Project Philanthropy (Associate Director) is responsible for cultivating, soliciting, and stewarding individuals for gifts to SFMOMA of six-figure gifts and above. The Associate Director will manage a portfolio of at least 75 high net-worth individuals to raise support for the museum's exhibitions, ambitious strategic plan initiatives, community-oriented education and public programs, and other important programmatic activities that align with SFMOMA's mission and objectives.

## REPORTING RELATIONSHIPS

The Associate Director reports to and partners with the Director of Project Philanthropy. This position is a senior member of the Philanthropy team and provides strategic, well-formulated and proactive fundraising approaches. The position has no management requirement at this time.

## PRIMARY RESPONSIBILITIES

- Annually raise \$1 million or more from non-Trustee individuals.
- Increase restricted giving from Trustees to meet and exceed departmental revenue goals.
- Secure at least one, \$500,000+ gift for the endowment annually.
- Work collaboratively across other Development teams and museum departments to identify and craft strategies for support.
- Develop and implement strategies to cultivate and solicit individual funders to achieve robust revenue goals.
- Leverage existing strategies and infrastructure combined with database tools, metrics, and analytics to segment, cultivate and grow a pool of relevant prospects, in coordination with the development leadership team.
- Develop best practices and improve revenue projection.
- Work with Board of Trustees to best leverage their expertise and maximize their contacts to result in increased funding.
- Track the progress of prospecting and stewardship efforts in the database and via moves management system.
- Identify, cultivate, solicit and steward new and existing prospects and donors.
- Craft customized and creative proposals to best meet funders' goals.
- Ensure clearly defined and internally vetted sponsorship offerings.
- Work with and prepares the Trustees, Museum Director and other appropriate executive level management, as needed, to cultivate and secure funding.
- Work collaboratively and thoughtfully with all SFMOMA colleagues including development, curatorial, education and engagement staff in order to provide the highest level of service to donors and prospects.
- Contribute to a culture of transparency and efficiency.
- Organize and attend quarterly curatorial meetings with development department staff.
- Attend and represent the project philanthropy team at exhibition project meetings and report out to the development team.
- Maintain best practices and an understanding of the cultural fundraising landscape including local, national, and international marketplace trends.

## QUALIFICATIONS

- Baccalaureate degree or equivalent work experience
- Minimum ten years of fundraising experience with at least five years of successful experience directly and regularly soliciting gifts of \$100,000 and above
- Proven track record of meeting or exceeding annual goals of at least \$1 million
- Minimum of five years working directly with senior management and Board of Trustees of an organization
- Experience in devising strategies for cultivation and solicitation of donors, including crafting compelling written project proposals
- Knowledge of Bay Area philanthropic community, preferred
- Passion for the mission of SFMOMA and knowledge of modern and contemporary art, preferred
- Ability to motivate and interact effectively with Board, volunteers, donors, and museum staff at all levels
- Exceptional written and verbal communications skills, including public speaking and meeting facilitation
- Ability to be self-motivated to meet deadlines and manage multiple priorities while staying well organized and detail oriented
- Proficiency of Microsoft Office Suite and fundraising CRMs (Tessitura, Raiser's Edge, preferred)

## TO APPLY

To apply for this position, or for additional information on the opportunity, please send a copy of your resume with a cover letter to Victoria Silverman at [apply@cooksilverman.com](mailto:apply@cooksilverman.com).

All applications and inquiries will receive a response and be kept strictly confidential.

SFMOMA is an Equal Opportunity Employer.