

## Job Description | Director of Development

### About the Museum

Contemporary Arts Museum Houston (CAMH) presents extraordinary, thought-provoking arts, programming and exhibitions to educate and inspire audiences nationally and internationally.

Established in 1948, CAMH is one of the oldest non-collecting contemporary arts museums in the country, and is internationally known for presenting pivotal and landmark work by artists recognized as the most important of the 20th and 21st centuries. CAMH mandate is to be present, to connect artists and audiences through the urgent issues of our time, and to adventurously promote the catalytic possibilities of contemporary art. CAMH programming, both in and beyond the Museum, is presented free to the public, and advocates for artists' essential role in society.

In 2023, CAMH acquired property adjacent to the museum and is in the early stages of planning for a future expansion and capital campaign. This property acquisition is coupled with a major, long-term partnership initiative, Rebirth in Action, with Houston Freedmen's Town Conservancy. Rebirth in Action is in its second phase, which includes preserving historic bricks, commissioning a pavilion designed by artist Theater Gates, and rehabilitating three historic row houses.

### Description

The Director of Development is a key member of Contemporary Art Museum Houston's (CAMH) senior leadership team, leading fundraising efforts alongside the Co-Directors and providing strategy and oversight of the Museum's Development department. This individual is responsible for building, managing, and executing a comprehensive annual fundraising plan to secure the financial resources necessary for the Museum's growth and long-term sustainability. Central to their responsibilities is identifying, growing, and stewarding individuals, with a specific focus on qualification, pipeline development, annual giving, and major gifts. Additionally, they will supervise and collaborate with the Development team to achieve fundraising goals and objectives for grants, foundation gifts, special events, membership, and program underwriting.

The role offers a rich platform for a passionate development professional to advocate for CAMH's impactful exhibitions and arts education programs, direct engagement with communities, and initiatives that create new possibilities for artists to work at a civic scale.

The Director of Development brings experienced, energetic leadership, advanced skills in strategy, relationship management, and effective communication, and a proven record of success in individual gift solicitation, donor engagement, and team leadership.

The role will identify, cultivate, solicit, and steward donors, manage a personal portfolio of approximately 80-100 prospects, and provide support to the Co-Directors' personal portfolios, including developing strategies for cultivating and soliciting gifts of \$10,000 and above. The Director of Development will be tasked with developing a moves management system across the team to strengthen individual donor relationships and increase year-to-year giving, membership, special event underwriting, and corporate and foundation support.

The ideal candidate works from a position of deep integrity, curiosity, and ambition. CAMH seeks a leader who balances working in a creative environment with a disciplined approach to managing revenue and cultivation goals. The role requires fostering a collaborative, influence-based leadership style rooted in care for colleagues and a

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commitment to the broader success of the Museum. As a member of the senior leadership team, this position will manage and advocate for the Development department and counsel and collaborate with the Co-Directors and senior colleagues on strategic goals to realize an annual goal of approximately \$4 million within CAMH's \$5 million annual budget, with year-to-year growth estimated at 5-10%.

The ideal candidate understands the specific context and opportunities of contemporary, artist-centered organizations. The Director of Development will steward an innovative path for CAMH that elevates artists, authentically engages diverse audiences, and meaningfully engages the public life of our community and city.

**Title:** Director of Development  
**Reports to:** Co-Directors  
**Direct Reports:** Assistant Director of Development, Assistant Director of Special Events, Grant Specialist, and additional staff as assigned.  
**Status:** Full-time | Exempt  
**Schedule:** Monday–Friday, 9AM–5PM in-person with the option to work remotely one day per week; additional evening and weekend hours per event, occasional travel required.  
**Salary:** \$115,000–130,000 annually, full benefits; relocation expenses, as required

## Principle Duties and Responsibilities

Responsibilities include but are not limited to the following:

### Strategy:

- Develop strategies for philanthropic support from individuals, organizations (government, foundations, corporations), and additional earned revenue opportunities (special projects, partnerships), rooted in CAMH's mission, programs, and priorities.
- Design, implement, and lead a comprehensive development plan that builds off current success and advances the annual giving program with a particular focus on pipeline cultivation and major gifts.
- Collaborate with the Co-Directors and Board of Trustees to build a sustainable and inclusive culture of philanthropy that centers community and anticipates a future capital campaign and campus expansion.
- Effectively articulate and persuasively promote the mission and vision of CAMH in external relationships and development collateral to secure support from CAMH's various constituencies.
- Amplify diversity in all levels of fundraising strategy.

### Fundraising:

- Oversee a yearly fundraising plan targeting \$4 million annually, tied to CAMH's strategic priorities to increase annual and major gifts.
- Manage a portfolio of approximately 80-100 prospects to cultivate, solicit, and close annual and major gifts. Metrics will include portfolio management, annual fundraising goals, and monthly meetings to review opportunities, growth, and strategies to mitigate shortfalls.
- Assign team members portfolios that include foundations, corporations, members, and other prospects.
- Implement a moves management system across the Development team to align donors to organizational values and priorities, personalize their experience, and secure their long-term support of CAMH in advance of a future capital campaign.

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## **Board Engagement:**

- Present fundraising goals, strategy, and status updates to CAMH's Board of Trustees.
- Routinely engage the Board through donor stewardship, cultivation events, and creating a dynamic portfolio of experiences that inspire Board members around CAMH's impact.
- Collaborate with the chair of the Boards Development Committee to engage the committee members in prospect strategy, relationship management with foundations, and corporate sponsors, and planning for CAMH PARTY, the Museum's annual benefit.
- Act as staff liaison for the Board's Development Committee and report on all development activities at Board and Board Committee meetings.

## **Department Leadership:**

- Provide clear leadership to Development Team, develop and leverage each team member's talent, and motivate the department, all consistent with CAMH's priorities.
- Collaborate closely with the Co-Directors and Director of Finance to develop and implement comprehensive long-term financial and revenue planning strategies.
- Support the Development team's cross-departmental work to enhance cultivation across all museum programs.
- Develop and oversee department budget, forecasting, and reporting for annual and monthly fundraising goals and expenditures with the Assistant Director of Development and in coordination with the Director of Finance.
- In collaboration with the Co-Directors, represent CAMH at special events, public programs, and other related events.
- Assign team members to support donor engagement at programs and events.
- Serve on the CAMH's Senior Leadership team.

## **Qualifications and Characteristics**

The ideal candidate possesses the following qualifications:

- 6+ years of experience in individual fundraising with 3+ years in a senior leadership role, ideally at an arts organization, with a deep knowledge of developing major gifts from individual donors, foundations, and corporations.
- Experience in managing and developing fundraising teams and strategies.
- Demonstrated ability to manage contributed revenue programs and departments that successfully raise more than \$3,000,000 annually.
- Preference for experience working within the Houston non-profit community, particularly with individuals, foundations, and corporate philanthropy that focus on supporting art, artists, and K-12 arts education.
- Experience with national funders.
- Understanding of non-profit gift-acceptance guidelines and ethical fundraising standards.
- Proficiency with donor management software, preferably Raisers Edge, and strong data-driven orientation.
- Experience with Microsoft Office Suite (Outlook, Word, Excel, and PowerPoint), Google, and project management applications.
- Familiarity with best practices for non-profit data collection.
- Certified Fundraising Executive (CFRE) certification is highly valued; special consideration and support will be given to individuals working towards certification.

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The ideal candidate possesses the following characteristics:

- Proven ability to work collaboratively and closely with staff at all levels of the organization, inspiring and fostering external collaboration and partnerships.
- Demonstrated initiative, autonomy, and strategic thinking.
- Highly organized and efficient approach to managing multiple donor platforms.
- Possesses a keen ability to prioritize revenue development and ensures follow-through.
- Adept at developing relationships with key decision-makers and implementing strategic interactions to close five and six-figure gifts.
- Outcome-driven leadership with a deep understanding of systems and a strong record of using data and metrics to drive fundraising growth.
- Able to self-manage and lead a team on multiple projects and priorities to ensure successful and timely delivery.
- Passion for the arts and CAMH's mission.
- Strong aesthetic sensibility with attention to visual consistency.
- Enjoys engaging with a diverse public and community stakeholders.
- Driven by values, and acts with integrity and purpose.
- Strives to participate in and cultivate a workplace culture of equity and belonging.
- Approaches their work with joy, a sense of discovery, and possibility.
- Seeks to understand the perspective of their colleagues.
- Must be willing to work primarily within our offices in the Museum District.
- Maintains high expectations and ambition for CAMH and is driven to support one of the most impactful contemporary arts institutions in the United States.

## Salary and Benefits

The Director of Development will be eligible to participate in CAMH's health insurance benefit plans and contribute to a pre-tax health and childcare savings plan. You are eligible for 24 Paid Time Off (PTO) days annually. These benefits commence on the first day of the 3rd full month after your employment begins. You will have the opportunity to contribute to a 401(k) retirement plan. The starting salary range is \$115,000-130,000 annually per year and compensation will be commensurate with experience.

Research shows that women and individuals from underrepresented backgrounds often apply to jobs only if they meet 100% of the qualifications. We recognize that an applicant is unlikely to meet 100% of the qualifications for a given role. Therefore, if much of this job description describes you, you are highly encouraged to apply for this role.

## Submission Process

Email cover letter expressing interest in the role along with a current CV to [hr@camh.org](mailto:hr@camh.org). Initial interviews may take place virtually, whereas finalists will be invited to meet in person in Houston.

Applicant review will continue until the position is filled. Please indicate your last name and Director of Development in the subject line (e.g., "Last name | Director of Development "). No phone calls, please. Candidates whose qualifications are best aligned with the components of this job description will receive a response.

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Contemporary Arts Museum Houston fully subscribes to the principles of Equal Employment Opportunity. It is our policy to provide employment, compensation, and other benefits related to employment based on qualifications, without regard to race, color, religion, national origin, age, sex, veteran status, disability, sexual orientation, gender identity and expression, or any other basis prohibited by federal, state, or local law. In accordance with requirements of the Americans with Disabilities Act, it is the Museum's policy to provide reasonable accommodation upon request during the application process to eligible applicants in order that they may be given a full and fair opportunity to be considered for employment.