

## **DIRECTOR OF ADVANCEMENT**

The Ogunquit Museum of American Art (OMAA) seeks a collaborative, energetic, and results-oriented Director of Advancement to lead fundraising during an exciting phase of institutional growth. Reporting to the Executive Director and serving on the senior leadership team, the Director of Advancement will guide philanthropic strategy across major gifts, annual giving, foundations, corporate support, campaign planning, and special events—while also serving as a highly visible, outward-facing ambassador for the Museum. The ideal candidate will have a deep understanding of the higher purpose of the arts generally, and the ability to share and encourage passion and excitement about modern and contemporary art.

This is a relationship-driven role for a person who enjoys being in the community, meeting new people, and building trust over time. The Director of Advancement will actively cultivate donors and partners and will personally make solicitation asks, in close partnership with the Executive Director and board leadership, to secure meaningful support for OMAA's mission and programs. This role is best suited to someone who is naturally outgoing, enjoys initiating conversations, and is comfortable asking for support.

### **Core Responsibilities**

#### **Fundraising Strategy & Leadership**

- Partner with the Executive Director and Advancement Committee to meet annual fundraising goals and grow philanthropic support over time.
- Develop and implement an integrated advancement plan that supports major gifts, annual giving, membership, campaign readiness, and donor stewardship.
- Provide leadership and direction to a small, collaborative advancement team, aligning workplans, calendars, and fundraising activity.
- Manage comprehensive campaign planning and execution, aligning organizational goals with fundraising capabilities and community feedback.

#### **Major Gifts & Donor Engagement (Front-Facing & Ask-Driven)**

- Manage a portfolio of donors and prospects; cultivate, solicit, and steward major gifts (including gifts of \$25,000+).
- Plan and lead donor meetings, studio/collection visits, and cultivation moments, and follow through with clear next steps.
- Confidently and tactfully make direct asks, negotiate gift interests, and close gifts with professionalism and care.
- Support and activate board engagement in fundraising, including preparation for solicitation, strategy, and follow-up.
- Create strong donor communications and stewardship touchpoints that reflect OMAA's values and programs.

## **Foundations, Grants, and Institutional Support**

- Advance OMAA's relationships with foundations and other institutional funders through thoughtful cultivation and stewardship.
- Identify and assist the team in applying to grant opportunities, including drafting and overseeing proposals, letters of inquiry, and reports in collaboration with colleagues across the Museum.
- Maintain a healthy pipeline of institutional opportunities aligned with OMAA priorities and seasonal programming.

## **Corporate Support & Events**

- Support corporate sponsorship strategy and partnerships in collaboration with Museum leadership.
- Engage with/be visible in the regional community including local businesses.
- Contribute to fundraising events and cultivation activities, including planning, marketing, budgeting, donor engagement, and follow-through.

## **Operations & Systems**

- Strengthen advancement systems and data practices to support donor tracking/database management, reporting, analysis, and long-term planning.
- Collaborate across departments (curatorial, education, marketing, visitor services) to translate program impact into fundraising narratives.

## **Qualifications**

- Minimum 5 years of progressively responsible experience in fundraising/advancement, including experience with major gifts, donor stewardship, and direct solicitation.
- Demonstrated experience with foundation fundraising and/or grant writing, including proposal development and reporting.
- Excellent writing and editing skills, with the ability to communicate impact clearly and persuasively in writing and speaking.
- Strong organizational skills and attention to detail; ability to manage multiple priorities and deadlines.
- A warm, confident interpersonal style; enjoys meeting people, building relationships, and representing an organization publicly.
- Comfort working closely with senior leadership and board members; strong professionalism and sound judgment.
- Bachelor's degree required; advanced degree preferred or equivalent experience.
- Experience with Microsoft Office Suite (Outlook, Word, Excel, PowerPoint). Familiarity with donor management software (e.g. Salesforce) preferred.

## **Work Schedule and Benefits**

Regular and dependable attendance in person Monday–Friday, with flexibility for occasional remote work (generally one day per week), and periodic evening/weekend commitments for donor and Museum events. Some travel required for donor and foundation meetings.

Salary commensurate with experience. Benefits include health insurance, vacation, and SIMPLE IRA.

## **To Apply**

Please email a cover letter, resume, and the names of three references to [hr@ogunquitmuseum.org](mailto:hr@ogunquitmuseum.org). In your cover letter, please describe relevant fundraising outcomes, including experience making direct asks, working on campaigns, building donor relationships, and any work with foundations and grants.

OMAA is an Equal Opportunity Employer.

## **About the Ogunquit Museum of American Art**

Opened in 1953, OMAA was founded by the artist Henry Strater. The museum shares close historic and geographic ties to one of the earliest modern arts communities in the United States. OMAA houses a permanent collection of paintings, sculpture, drawings, prints, and photographs from the late 1800s to the present. The museum showcases American art by mounting modern and contemporary exhibitions and accompanying educational programming and events. OMAA sits on approximately three acres of gardens right on the water with stunning panoramic views of Maine's iconic coves and outcroppings.