

POSITION TITLE: Director of Development  
REPORTS TO: Executive Director  
STATUS: Exempt, full time

#### POSITION SUMMARY

The Breman Museum Development Director will work closely and in partnership with the Executive Director to lead all fundraising efforts in this growing organization.

#### PRIMARY DUTIES

- Assess current fundraising initiatives
- Develop and implement comprehensive strategic fundraising plan and long-term relationship-based fundraising plan
- Execute strategy for increased and sustained base of annual giving
- Manage portfolio of up to 100 major donors and prospects
- Manage and expand funding partnerships with current donors, including positioning the organization for successful renewal of funding commitments, increasing donor base, increasing levels of annual giving, and developing strategies to elevate gift levels of current low and middle-range donors
- Forge new relationships to build visibility and open funding opportunities
- Management of tribute giving
- Perform research, donor cultivation, and stewardship
- Support and partner with the Executive Director to raise funds
- Motivate and guide Board members in their fundraising role, including acting as staff liaison to Development Committee of the Board
- Oversee planning of annual reception and other events
- Develop proposals and reports for donor stewardship
- Develop and oversee appropriate donor tracking and donor communications
- Provide reports and other communications to campaign chairs, Executive Director and Board, including budgets, statistical reports, proposals, Board presentations, and other materials, as required
- Represent the organization at external meetings and speaking engagements as needed
- Oversee staff responsible for development
- Oversee development content of newsletters, annual report and other marketing materials
- Attendance at Board and Staff Meetings
- Support and attend major Museum events
- Other duties as assigned from time to time

## CANDIDATE REQUIREMENTS

- Bachelor's degree and five to ten years' work experience in nonprofit development with demonstrated success and proven ability personally to cultivate, solicit and steward leadership funding from individuals
- Strong network in Atlanta and demonstrated track record of securing major funding
- Passion for The Breman Museum's mission and ability to make the case for the organization
- Ability to influence and engage a wide range of donors and build long-term relationships
- Excellent organizational skills, outstanding written and verbal communication skills, strong attention to detail, and ability to lead a team
- A professional, customer-focused and responsive manner
- Ability to manage multiple projects
- Understanding and experience with donor database software
- Confidence using Microsoft Word and Excel
- Experience with mailings

## ABOUT THE BREMAN MUSEUM

With an annual visitation of approximately 30,000, the Breman Museum is Atlanta's only Jewish museum and home to three exhibition galleries including the permanent exhibition, *Absence of Humanity: The Holocaust Years, 1933 - 1945*, and two rotating galleries. The Museum hosts an array of programming aimed at connecting the public to Jewish arts, history and culture. Our signature programs like: the Molly Blank Jewish Concert Series, an annual presentation of professional concerts highlighting Jewish contribution to music; Bearing Witness, which provides an opportunity for the public to hear first-hand experiences of Holocaust survivors; and Historic Jewish Atlanta Tours, where the public can explore the Jewish stories contained in Atlanta's rich history are now experiencing sellout crowds. The Breman has been named one of The Ten Best Museums in Atlanta by USA Today in 2015, Institution of the Year by the Georgia Association of Museums and Galleries (2016) and The Destination in Georgia by Trip Advisor (2016).

The Weinberg Center for Holocaust Education at the Breman welcomes approximately 10,000 school children annually to explore the history and the lessons of 1933 – 1945 Europe by emphasizing Jewish response during the Holocaust. The Birnbaum Summer Institute for Teaching the Holocaust has reached hundreds of teachers from around the region and provided instruction on how to teach the Holocaust in classrooms. The Cuba Family Archives for Southern Jewish History at the Breman serves as one of the largest repositories of papers, oral histories and memorabilia related to Southern Jewish life in the region. The CFA holds over 2,000 manuscript collections, over 20,000 photographs, and approximately 1,000 oral histories spanning Jewish life throughout Georgia and Alabama.

TO APPLY: Please prepare a letter of interest, a current resume, and submit your application package to: [jobs@thebreman.org](mailto:jobs@thebreman.org) before January 21, 2018. The Breman Museum is an equal opportunity employer.