

# DRIEHAUS MUSEUM

## POSITION GUIDE

### Associate Director of Development

#### ABOUT THE DRIEHAUS MUSEUM

The Richard H. Driehaus Museum explores art, architecture, and design from the late nineteenth to the present in exhibitions and programs that illuminate the history and culture of this period. Located just steps from the Magnificent Mile, the Museum sits squarely at the center of Chicago’s cultural dialogue.

Its permanent collection and temporary exhibitions are presented in an immersive experience within the restored Nickerson Mansion, completed in 1883, at the height of the Gilded Age, and the soon-to-be opened 1926 Murphy Auditorium—which will be integrated into the Museum’s overall campus this summer. In addition to the main auditorium restoration, space above the Murphy is being transformed into a learning center, artist studios, an outdoor sculpture terrace and additional office space. Once completed later this spring, the Museum will doors to provide new programs, performances, lectures, film screenings and more. This additional 30,000 square feet transforms the Museum into a dynamic new cultural campus downtown that is open to the public and reinforces and celebrates Chicago as a great architectural city and artistic center.

The Museum’s collection reflects and is inspired by the collecting interests, vision, and focus of its founder, the late Richard H. Driehaus.

For additional information on the Driehaus Museum, please visit [here](#). To learn more about the Museum’s expanded campus plan, please click [here](#) to watch a brief video.



#### MISSION

The Driehaus Museum engages and inspires the global community through exploration and ongoing conversations in art, architecture, and design of the late nineteenth and early twentieth centuries.



## VISION

To become a self-sustaining organization with a distinctive reputation for artistic excellence in Chicago and around the world.

## KEY FACTS

- \$6.4M Annual Budget
- 120,000+ Annual Visitors
- 7- Member Board of Trustees

## THE POSITION

The Associate Director of Development is a vital member of a dynamic team, reporting to the Director of Development and Strategy and working in partnership throughout the museum. This role will play a pivotal part in growing the Driehaus Museum's fundraising program, with a particular emphasis on expanding the individual giving and membership program with direct oversight of the membership and donor circles. The Associate Director of Development will be instrumental in securing essential resources to support the museum's annual and long-term needs.

## RESPONSIBILITIES

The Associate Director of Development will have the following primary responsibilities:

- Develop and execute a comprehensive growth plan for individual donor and membership programs, working closely with the Director of Development and Strategy.
- Responsible for the strategy and execution for cultivation, solicitation, acquisition and renewal of members and the museum's annual fund with an eye toward expansion and engaging a wide range of donors and supporters from a diverse and expansive community.
- Develop an annual plan for donor appeals, including timing, segmentation, and messaging strategies. Evaluate success based on data and engagement analysis.
- Participate in ongoing prospect review meetings with the Executive Director and Director of Development and Strategy to ensure consistent fundraising activities and alignment with organizational goals and strategic plan.





- Collaborate with and provide staffing for relationship managers and partners across the organization, including the Executive Director, Director of Development and Strategy, and Trustees.
- Assist in prospecting and data analysis and create customized proposals for a wide range of funding opportunities.
- Develop and maintain a repository of case messaging that serves as foundational language for external donor communications, including letters, emails, proposals, and impact reports.
- Manage an annual grants and reporting calendar in collaboration with the Director of Development and Strategy and outside collaborators. Work with grant writing partners to manage timelines and execute applications.
- Oversee and drive the execution of a comprehensive stewardship program, ranging from standard acknowledgments to high-touch impact reports and activities that recognize exceptional contributions and motivate donors to support the Museum.
- Manage membership and opening events and collaborate with leadership colleagues to develop donor programming that builds upon Museum public programs calendar.
- Provide support for fundraising and donor events, including the annual Gala, ensuring seamless coordination and donor engagement. Work closely with and manage logistics contractor to ensure a successful gala.
- Partner with the Director of Development and Strategy to foster a culture of philanthropy, collaboration, and information exchange across the organization.
- Support the Director of Development and Strategy and Executive Director in content planning for quarterly Board of Trustees meetings and facilitate follow-up activities.
- Oversee the system for gift processing, acknowledgments, and analytical reporting to ensure efficiency and transparency. Ensure Altru database alignment with GL financial systems and facilitate accounting and finance requests as needed. Audit staff data entry and training needs.
- Oversee a relationship moves management system to support the development of the donor pipeline. Maintain prospect lists for special projects and exhibitions.
- Partner with the Director of Development and Strategy to monitor and update development policies and procedures for continuous improvement.

## MAJOR OBJECTIVES

Within the first 12 to 18 months, the Associate Director of Development will achieve the following major objectives:

- Execute the annual gala and oversee the growth of the Driehaus Museum's fundraising program and strategy and the implementation of fundraising best practices across the Museum.
- Manage a personal portfolio of 50-75 donors and prospects—utilizing relationship management best practices—focusing on mid-level, major, and planned gifts to advance the museum's mission.
- Establish a trusting partnership with the Director of Development and Strategy and Executive Director.



## QUALIFICATIONS

The ideal candidate will possess most of the following qualifications and skill sets:

- 5-7 years of proven success in fundraising and development, with a focus on individual giving.
- Exceptional writing, interpersonal and communication skills to foster and maintain donor relationships.
- Event/program planning and management experience preferred.
- Comfort and familiarity with donor databases, particularly Blackbaud/Altru.
- Exceptional communication, interpersonal, and analytic skills; the ability to be both creative and strategic, and communicate ideas, concepts, and plans with enthusiasm and diplomacy
- An appreciation for the arts and a commitment to preserving cultural legacies.
- A demonstrated commitment to and experience with fostering diversity and inclusion in fundraising and development efforts, ensuring equitable treatment of all members and donors.
- Bachelor's degree preferred.

## COMPENSATION AND BENEFITS

The salary range for this position is \$72,000- \$85,500 and is based on qualifications, skills, and experience.

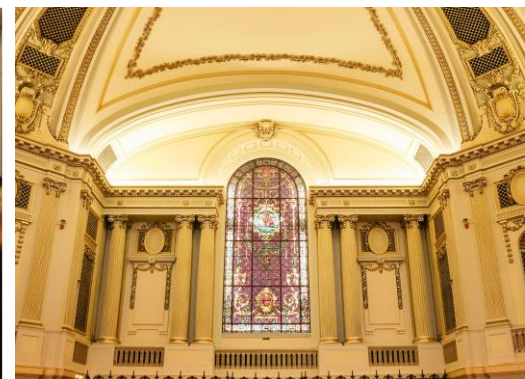
The Driehaus Museum offers a comprehensive and flexible benefits package that includes medical, dental, vision insurance; life and accident, long-term disability; 401(k) plan; paid time off including vacation, sick days, holidays, and personal days; Adoption assistance; volunteer time off, and a monthly Wellness allowance.

The Driehaus museum offers a hybrid work environment with work from home options and an on site at the newly-bult corporate offices above the museum to engage in collaborative team building.

## CONNECT



<https://driehausmuseum.org/>





## APPLICATION

The Driehaus Museum has retained Campbell & Company to conduct this search. The team for this project includes Christian Cañas, Vice President, Executive Search.



**CHRISTIAN CAÑAS**  
Vice President

**APPLY NOW >**

Use the button above or visit [www.campbellcompany.com](http://www.campbellcompany.com) to learn more about this opportunity.

## EQUAL EMPLOYMENT OPPORTUNITY

The Richard H. Driehaus Museum provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.



Drawing on our deep expertise in environmental/conservation, human services, arts and culture, education, healthcare, and association/membership organizations, **Campbell & Company offers a high-touch, human-centered executive search experience for clients and candidates.** We recruit from our extensive national networks leveraging the relationships and reach of our entire firm, which for 47 years has partnered with organizations across the nonprofit sector to advance their missions and deepen their impact.

We are proud to be the executive search firm of choice for hundreds of nonprofit organizations. Campbell & Company has been listed four times as one of the country's **best executive search firms** by *Forbes* Magazine and named one of Women of Color in Fundraising and Philanthropy (WOC)'s **Top 10 search firms for placing extraordinary leaders of color** for three consecutive years. *Crain's* Chicago recently named us one of **Chicago's Best Places to Work**; *Seattle Business* Magazine also named us one of **Washington's Best Companies to Work For**.

As members of this employee-owned firm, everyone at Campbell & Company has a personal stake in the success of each client. Through our culture driven by **belonging, collaboration, curiosity, and rigor**, we empower every team member to innovate for the good of our clients.

Combining your mission and our passion, Campbell & Company **leverages our entire team** to be an effective and supportive partner before, during, and after complex leadership transitions. We are driven to place not just a capable candidate, but one who complements your existing culture, can **move your organization forward**, and will make a meaningful contribution to the nonprofit sector.

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