



DEVELOPMENT CONSULTANT – SCOPE OF WORK

Visions Museum of Textile Art (Visions) is a 501(c)(3) non-profit organization, governed by a nine-member board of directors, and a six-member staff. Visions is the premiere national venue for exhibiting contemporary art quilts and textiles. Located in the historic Liberty Station Arts District in San Diego, Visions hosts stunning exhibitions, in-person and virtual education workshops, and multiple special events. Our goal is to promote an appreciation and understanding of quilts, textiles, and fiber as fine art. Visions also benefits from a growing permanent collection of textile art. Visions is fortunate to have over 80 volunteers and 400-plus annual members.

SUMMARY OF SCOPE OF WORK

The Development Consultant (consultant), in collaboration with the Executive Director and the board of directors, will identify priority focus areas of revenue for the first 18 months, with a focus on diversifying revenue sources. This will be followed by the development of the first annual Visions Fundraising Plan, which includes a system to plan, implement, and evaluate all fundraising activities. The consultant will also develop an annual grants and corporate sponsorship calendar. The consultant will also lead fundraising events during the four-month assignment. The goal of the consulting position is to create the fundraising infrastructure for the Executive Director and board to successfully implement the fundraising plan moving forward.

- Reports to the Interim Executive Director
- Four-month assignment
- Up to 20 hrs. per week

KEY RESPONSIBILITIES

- Identify and gain consensus on priority focus areas of revenue for the museum.
- Create a comprehensive annual fundraising plan, which includes key performance indicators for 6 months, 1 year, and 18 months (i.e., leadership giving, member/donor campaigns, grants, special initiatives).
- Create a compelling fundraising case statement.
- Work with the Operations Director to identify needed fundraising data in Donor Perfect.
- Provide workshop(s) for board, staff, and key volunteers on key elements of fundraising and the Visions fundraising plan.
- Create a grants and corporate sponsorship calendar, and as time allows, research, apply, manage, and track grant funding.
- Work with the ED, board of directors, fundraising committee, and staff to set the agreed upon strategy in motion to meet monthly goals.
- Develop a process with the fundraising committee, staff, and board to identify new and strengthen existing relationships with community stakeholders and partners.
- Help develop the annual fundraising budget for the museum's 2024 organizational budget.
- Lead organization on the annual appeal(s) as time permits.



QUALIFICATIONS

- Bachelor's degree in a related field.
- A minimum of five years' experience in a non-profit organization, which includes three years in fundraising.
- Successful grant writer.
- Ability to prioritize and manage multiple tasks, exercise sound judgment, and exhibit common sense.
- Demonstrate respect for diverse viewpoints.
- Excellent interpersonal skills, including the ability to build relationships with diverse individuals and organizations.
- Excellent communication skills, including verbal, written, and public speaking.
- Values-based and strong sense of integrity.
- Ability to create and implement systems and processes.
- Strong team player.
- Big picture strategic thinker with attention to detail.
- Proficiency in Google Drive, SharePoint, Excel and other key electronic programs.

To apply, please go to [Indeed.com](https://www.indeed.com) and search for this position by organization name and location: Visions Museum of Textile Art, San Diego, CA or click on the link below:

<https://www.indeed.com/jobs?q=visions+museum+of+textile+art&l=San+Diego%2C+CA&from=searchOnHP&vjk=4b766a2a34fcdc54>