



# SENIOR DIRECTOR OF ADVANCEMENT PLANNING & ADMINISTRATION

ByalaSearch LLC is pleased to announce that our firm has been retained by the Philadelphia Museum of Art to identify candidates for the position of Senior Director of Advancement Planning & Administration.

## ABOUT THE PHILADELPHIA MUSEUM OF ART

The Philadelphia Museum of Art—in partnership with the city, the region, and art museums around the globe—seeks to preserve, enhance, interpret, and extend the reach of its great collections in particular, and the visual arts in general, to an increasing and increasingly diverse audience as a source of delight, illumination, and lifelong learning.

The Philadelphia Museum of Art is one of the country's oldest art museums and has long been recognized as one of its finest. Their collection of more than 200,000 objects reflects their unique history and the passions of generations of Philadelphia collectors and curators. Through innovative exhibitions and programs, the museum has stayed true to its roots as a teaching institution and to the belief that the arts can positively transform society.

The long-delayed Core Project was unveiled on May 7, 2021, with the inauguration of new early American and contemporary art galleries, a renovated West Entrance, and the breathtaking Williams Forum.



## PRIMARY FUNCTION

Reporting to the Deputy Director & Chief Advancement Officer (CAO), the Senior Director of Advancement Planning & Administration will be a member of the Advancement Leadership Team, serving as a thought partner to the Deputy Director & CAO and the fundraising team. The Senior Director will advance data-driven planning and decision-making across Advancement, develop short- and long-term metrics and supporting integrated donor strategies and planning. In addition to overseeing information services, prospect research and analytics, gift processing and reporting, the Senior Director will anticipate the strategy and information needs of Advancement. The Senior Director will oversee all budget, gift processing, and financial processes and systems building, training and integration for Advancement. The Senior Director will manage talent acquisition, retention, and professional development strategies across Advancement, liaising with PMA Human Resources.

The Senior Director of Advancement Planning & Administration will be the strategic senior leader for budgeting and integrated decision-making as well as for building the infrastructure to support the Advancement team and liaise with the PMA Finance team. The Senior Director will oversee Advancement's annual planning, budgeting and forecasting efforts as well as ensure the team's proficiency in using data tools. They will act on behalf of Advancement as the key resource and partner with Finance, Integrative and Information Technology (IIT), and colleagues across the museum to implement a CRM and transition from Raisers Edge software.

### Role and Responsibilities:

- Working with the Deputy Director & CAO and Leadership Team, oversee strategic planning for Advancement (annual and multi-year); help set annual and multi-year fundraising and prospect engagement goals for individual and institutional donors and prospects.

- Auditing and overseeing all aspects of Gift Processing and donor and prospect data management, including auditing gift agreements. Oversee the production of all reports related to philanthropic gifts to the Museum and donors.
- Develop a knowledge map and resource options for key roles and teams; train staff on multiple uses of Raiser's Edge to assess its effectiveness and devise future strategies around data and prospects.
- Partner with the Advancement Leadership Team to develop a prospect management framework that supports comprehensive strategies for highest-level prospects and donors; be conversant in valuations of partnerships.
- Manage and oversee the Advancement budget and financial management processes, in collaboration with the Leadership Team and key staff. Serve as senior leader for annual and multi-year budgeting and as liaison to the PMA Finance team.
- Work closely with the PMA Finance team to track processes for invoicing from membership level to institutional, principal and board giving.
- Support the Deputy Director & CAO and Leadership Team in planning and executing talent strategy, organizational changes, staff recruitment, onboarding and retention; serve as liaison to PMA Human Resources.
- Act as the lead strategist to advise and guide the Advancement Department on the transition to a museum-wide CRM and transition to a new donor data management system.
- Manage and oversee a team, including: Advancement Operations, Research & Prospect Management, and the Analytics team.

## **Ideal Skills and Experience:**

- 8 years of experience in advancement strategy and operations in a cultural or educational institution, or demonstrated success in related roles.
- Ability to anticipate questions and needs around resource management from a variety of angles, including donor, department and organization.
- Ability to infuse data-driven decision-making into functions.
- Experience in a complex, matrixed environment.
- Excellent communication skills, both written and oral.
- Experience collaborating and supporting with all Advancement functions, including fundraising, communications, and audience engagement.
- Excellent understanding of Raiser's Edge and alternative donor databases.
- Must possess a strong work ethic, and be a motivated, enthusiastic team player who deeply embraces the mission of the Philadelphia Museum of Art.

## **Critical Competencies for Success**

- Track record of serving as key partner to Advancement and institutional leadership by creating and managing systems and strategies in support of fundraisers, donors and mission.
- Track record of success through team leadership and personal action in several key areas: planning and process design/re-design, technology and business unit planning, talent management training and on-boarding.
- Demonstrated finance skills and soft skills to collaborate with internal teams, institutions and partners.



- Expertise in budget and compliance with both an appreciation of structures and a flexible approach to achieve institutional and departmental goals.

**Other Characteristics:**

The Senior Director of Advancement Planning & Administration must be a results-oriented leader who can listen, translate and bring multiple initiatives to completion simultaneously with grace and good humor. The individual will have a demonstrated ability to build and bring departmental and institutional team spirit, enthusiasm and integrity to the role to support Advancement in achieving results at the highest levels. The successful candidate will be someone who can hit the ground running in a fast-paced environment, maintaining flexibility and a sense of urgency while understanding the scale and tempo of a mid- to large-scale non-profit organization.

The Senior Director of Advancement Planning & Administration will be experienced, creative, organized and entrepreneurial with the professionalism to represent the institution, internally and externally, with passion and authority, enhancing the institution’s mission and activities. The Senior Director of Advancement Planning & Administration will demonstrate the interpersonal skills that encourage collaboration inter- and intra-departmentally and cooperation while working cross-functionally with other departments at the PMA to achieve the goals and support the mission of the Museum.

## COMPENSATION

The compensation for the Senior Director of Advancement Planning & Administration is targeted at \$170,000-210,000.



## KINDLY SEND NOMINATIONS OR EXPRESSIONS OF INTEREST TO:

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