

Organization

The mission of Berkshire Museum is to bring people together for experiences that spark creativity and innovative thinking by making inspiring educational connections among art, history, and natural science. With a collection of more than 40,000 objects from virtually every continent, including important works of art, significant historical artifacts, and natural science specimens, Berkshire Museum is unique in its blend of art, science, and historic access to education and culture.

Inspired by the American Museum of Natural History, the Smithsonian, and the Metropolitan Museum of Art, Berkshire Museum was founded by paper manufacturer Zenas Crane to display his collection of objects, scientific specimens, ethnographic materials, and art. Its Italian Renaissance-style building, opened in 1903 as the Museum of Natural History and Art, underwent expansion in both its collection and infrastructure, including the addition of an aquarium, over the course of the twentieth century. Ongoing development continued into the early 2000s. Its most recent phase, supported by the completion of its capital campaign, currently approximately 50% towards its goal in its silent phase, will encompass newly installed first-floor galleries, a gift shop, a visitors' area, and the relocation and renovation of the aquarium. Overseeing this phase of renovations is the acclaimed architect Yo Hakomori of StudioHAU.

Berkshire Museum's fine art collection represents different genres and styles from the fourteenth to the twenty-first centuries. Historical artifacts and decorative arts from global early civilizations through the twentieth century include a breadth of pieces that represent local and American history, including Nathaniel Hawthorne's writing desk. The museum also hosts a significant natural science specimen collection, including a living collection of fish, reptiles, amphibians, arachnids, and coral in the Aquarium. Its natural history collection also features models of habitats, preserved regional bird specimens, and a rock and mineral collection in the Berkshire Backyard exhibition.

Serving more than 45,000 people each year, Berkshire Museum exhibitions examine the art, science, and history of objects in the collection, highlighting local histories and artists. Berkshire Museum's interdisciplinary approach offering tours, workshops, camps, gallery talks, and music performances, breaks down boundaries and generates ideas, challenges conventional thinking, and sparks innovation.

The Rocks & Minerals Gallery, Aquarium, Berkshire Backyard, Feigenbaum Hall of Innovation, *Animals of the World in Miniature* dioramas, and *Objects and Their Stories* – featuring selections from the collection – are open daily. Berkshire Museum's school programs include in-person and group visits, educator-led programs, and art, STEAM and STEM-curated Mobile Museum Units that provide month-long school residencies serving more than 35 public and private schools in the region.

Partnerships with arts organizations, environmental groups, historic sites, museums, social service agencies, schools, and local government organizations throughout the Berkshires drive economic development, community building, public education, and cultural opportunities. Berkshire Museum hosts affiliate and affinity events, including recent collaborations with Berkshire Art Association, Berkshire Jazz, Berkshire Music School, Shakespeare and Co., Downtown Pittsfield, Inc. and the Osher Lifelong Learning Institute (OLLI) at Berkshire Community College. Berkshire Museum also provides combination ticketing with Hancock Shaker Village and Herman Melville's home, *Arrowhead*.

Berkshire Museum has a 19-member Board of Trustees led by President Jeffrey Belair. Kimberley Bush Tomio serves as Executive Director overseeing a staff of 24, and the development department currently consists of the director of development, development manager, and development associate. For the fiscal year ending December 31, 2023, Berkshire Museum estimates a total revenue of approximately \$2.5 million, with \$1,186,000 in contributed revenue, \$445,000 in program services and earned revenue, and the balance from the endowment. Contributed revenue includes 44% from Foundation, Corporate, and Government grants; 31% from bequests; 15% from Individuals, and 10% from events.

Community

Berkshire County is internationally renowned for its natural beauty, rich history, and picturesque New England towns. Each community has a distinct personality, appealing to year-round residents, second homeowners, and

vacationers alike. Tanglewood, Jacob's Pillow, Berkshire Choral Festival, the Mahaiwe Performing Arts Center, Berkshire Theatre Festival, the Norman Rockwell Museum, Clark Art Institute, Williams College Museum of Art, and MASS MoCA offer world-class experiences. Its award-winning healthcare system and providers are recognized among the nation's best. The Cancer Center at Berkshire Medical Center was recently ranked among the top 10% in the country receiving the Healthgrades Medical Excellence Award. The local public school system and the nearby Williams College, Berkshire Community College, and Massachusetts College of Liberal Arts offer strong community partnerships. There are also highly rated private college preparatory schools, including Berkshire School and Miss Hall's School. A culinary mecca with some of the best farm-to-table dining in the country, the Berkshires features innovative restaurants, breweries, and wineries that draw sophisticated diners from all over the country. Berkshire County offers a variety of outdoor recreational options, including biking, kayaking, and exceptional skiing. Mount Greylock provides more than 70 miles of designated trails, including an 11.5-mile section of the Appalachian National Scenic Trail.

Pittsfield, Massachusetts is Berkshire County's largest community, with a population of 43,000. Additionally, it serves as the county seat, playing a central administrative role. Pittsfield, with its abundance of open spaces, including dozens of lakes, wildlife sanctuaries, historic sites, and world-class cultural and culinary options, has earned a place among the top twenty most vibrant communities in America. Known as the Upstreet Cultural District, Pittsfield boasts a roster of music, dance, theater, community festivals, and celebrations, including two highly acclaimed professional theaters – the Colonial Theatre, part of Berkshire Theatre Group, and Barrington Stage Company – presenting a wide array of performances. Its vibrant visual arts scene is anchored by the Berkshire Museum and Berkshire Art Association and includes vibrant public art, galleries, artist studios, and monthly First Fridays Artswalk. Cultural festivals throughout the year include Third Thursdays, the WordXWord Festival, Pittsfield City Jazz Festival, 10X10 Upstreet Festival, Downtown Festive Frolic, and more.

Edited from: berkshires.org; berkshireeagle.com; 1Berkshire.com; census.gov; cityofpittsfield.org; lovepittsfield.com

Position Summary

The Director of Development (DOD) is responsible for planning, implementing, overseeing, and assessing Berkshire Museum's fundraising plans in support of the organization's strategic vision and growth. Reporting to the Executive Director and a member of the Senior Leadership Team, the DOD will be responsible for securing contributed revenues through the museum's ongoing fundraising drives; foundation, corporate, and government grants; special events; facility rentals; membership and major giving, including planned gifts; and donor stewardship programs. The DOD is also responsible for developing strategies for capital and endowment campaigns. The DOD will strengthen the culture of philanthropy at the Berkshire Museum in partnership with the Executive Director, Board of Trustees, senior staff, museum partners, and community to identify and cultivate new donors while energizing and stewarding the donor base.

Roles and Responsibilities

Development Leadership and Planning

- Develop, coordinate, and implement a comprehensive annual fundraising plan, including appeals, special events, membership, gifts and grants, sponsorship, endowment, capital and special projects, with goals, objectives, timelines, and assigned responsibilities to meet the museum's strategic goals.
- Create individualized strategies for identifying, engaging, cultivating, and stewarding institutional and individual stakeholders for operational and capital giving.
- Cultivate and maintain strong partnerships with the Board, major donors, foundations, public agencies, grantors, and corporate funders to grow significant contributed revenue opportunities.
- Collaborate with the Executive Director, Chief Curator, Chief Operating Officer, development staff, and Board of Trustees to secure the necessary funding for exhibitions, events, education programs, and acquisitions that are vital to community engagement and the reputation of the museum.
- Guide, cultivate, and increase the membership base, creating compelling opportunities for members, while actively developing a pipeline for community engagement and support.
- Maintain knowledge of best practices in nonprofit governance, state and federal laws and regulations, and significant trends in philanthropy, adapting fundraising strategies, as necessary.
- Embrace other development leadership and planning responsibilities, as needed.

Board Engagement

- Partner with the Executive Director to identify and recruit new board members, educate members about their role in advancing a culture of philanthropy, cultivate and solicit them for financial support, and leverage their respective networks to expand the donor base and support for the museum.
- Serve as the liaison to the Board Development, Nominating, and Governance Committees, devising strategies that create meaningful paths for the Berkshire's community to engage in supporting the museum as donors, collectors, advisors, partners, sponsors, and community ambassadors.
- Ensure efficient and timely development and distribution of agendas and reports to inform decisions that advance the mission and goals of the museum.
- Advise board members, both individually and collectively, on best practices in community ambassadorship and donor cultivation.
- Embrace other board engagement responsibilities, as needed.

Team and Organizational Oversight

- Lead and oversee the development team in creating and promoting effective cultivation and solicitation opportunities that involve the Director, Board of Trustees, and other staff members.
- Partner with the Chief Operating Officer to ensure sound fiscal operation of the fundraising function, including timely, accurate, and comprehensive budgeting, monitoring, forecasting, and reporting of charitable contributions and department expenses.
- Collaborate with the Marketing Director to ensure consistent messaging and outreach strategies as they affect all fundraising efforts.
- Recruit, diversify, coach, inspire, and motivate a strong fundraising team that represents the diverse communities that Berkshire Museum serves.
- Create a supportive, collaborative, productive, and healthy work environment based on respect, teamwork, and the equity, diversity, and inclusion values of the museum.
- Ensure the strategic management and use of the database and other development communication tools, coordinating communications with existing and potential donors to ensure the highest level of donor engagement and satisfaction.
- Ensure high-quality, individualized, and meaningful stewardship of donors, coordinating with development and museum staff, and Board of Trustees, and personally stewarding donors, as needed.
- Embrace other team and organizational oversight responsibilities, as needed.

Traits and Characteristics

The DOD will be a proven leader and confident development professional, with an affinity for Berkshire Museum's mission, collections, and programs, and a passion to positively impact the organization's long-term success. The successful DOD will be goal-oriented and highly self-motivated, balancing both autonomy and collaboration with finesse. They will be both highly accountable with strong attention to detail and exceptional follow-through in partnership with the Executive Director, Board of Trustees, and senior leadership team. This individual will have the ability and cultural competence to build authentic relationships with people from diverse backgrounds, with a strong commitment to diversity, equity, and inclusion in all its forms.

Other key competencies include:

- **Leadership and Teamwork** – The ability to articulate a vision and create a sense of purpose and direction for internal and external stakeholders, build trust by demonstrating respect and integrity, and create a sense of trust, order, direction, and active participation among the board, staff, and other stakeholders to achieve collective goals.
- **Time and Priority Management** – The aptitude to ascertain competing priorities, resolve difficulties, overcome obstacles, and maximize the use of time and resources to attain the desired outcomes.
- **Planning and Organizing** – The competence to identify and oversee all resources, tasks, systems, and people to establish courses of action to ensure that work is completed effectively.

- **Diplomacy and Interpersonal Skills** – The dexterity to connect with a diverse array of people and personalities, while effectively communicating, building rapport, and relating well to all kinds of people.

Qualifications

A minimum of seven years of experience in progressively responsible development leadership roles is needed with a clear understanding of all functional areas, which include but are not limited to individual giving, institutional giving, ongoing appeals, foundation and government grants, membership programs, planned and endowment gifts, stewardship, and board relations. Participation in a major capital, endowment, or comprehensive campaign is preferred but not required. Excellent written and interpersonal skills, a genuine enthusiasm for art and art education, and a high degree of professionalism and integrity are needed. Educational credentials supporting leadership acumen, organizational growth, arts and culture experiences, and community engagement are highly desired.

Compensation and Benefits

Berkshire Museum offers competitive compensation with an anticipated annual salary range estimated to be between \$125,000 to \$140,000; a generous benefits package, including paid vacation based on years of employment, a 403(b) retirement program with company match, parental leave benefit, and a professional development program. This position requires full-time residency in the Berkshires for the DOD to become fully immersed in the mission and overall objectives of the museum.

Applications and Inquiries

To submit a cover letter and resume highlighting relevant and demonstrable accomplishments (electronic submissions preferred), please click [here](#) or visit artsconsulting.com/opensearches. For questions or general inquiries about this job opportunity, please contact:

Renée Danger-James, Vice President



1040 First Avenue, Suite 352
New York, New York 10022-2991

Tel (888) 234.4236 Ext. 212

Email BerkshireDevelopment@artsconsulting.com

The Berkshire Museum is committed to taking action and making changes that will bring racial equity to our workplace, our leadership, our programs, and our collections. We stand against all forms of hate, and racism and stand with our BIPOC communities in and around Berkshire Country impacted by racial oppression. We acknowledge that the Berkshire Museum, like museums in general, has been a part of a history of structurally racist systems and systemic inequality. We commit to challenging and dismantling systems of oppression that harm BIPOC communities. The Berkshire Museum stands committed to being a meaningful ally to fight against racism in all its forms in a society where racism is embedded and reinforced throughout our media, culture, social systems, and institutions.