



**Posted:** January 17, 2023

**Position:** Director of Development and Communications

### **About the Dixon**

The Dixon Gallery and Gardens in Memphis was founded by Margaret and Hugo Dixon, philanthropists and community leaders. The Dixons ensured a richer cultural life for the city of Memphis by leaving their home, gardens, art collection, and a significant endowment for the public benefit. Since opening in 1976, the Dixon has become one of the most energetic and productive small museums and public gardens in the nation. It is committed to a robust exhibition calendar, dynamic education and outreach programs, an important art collection, and beautiful gardens. Distinguished by its commitment to community, the Dixon strives for and celebrates diversity and inclusion.

### **Director of Development and Communications**

The Director of Development and Communications at the Dixon Gallery and Gardens, a full-time salaried position, is responsible for coordinating all efforts to guide the Dixon's fundraising, membership, planned giving, and corporate partnership programs, as well as oversee the museum's marketing and messaging. The Director of Development and Communications will report directly to the Director and will work alongside the other department leaders of the Dixon.

### **Specific duties:**

#### **Fundraising and Membership**

- Develop and execute annual development plans for individual, foundation, and corporate support
- Identify and cultivate new donor prospects
- Work with the Development Committee to identify new sources of support
- Manage sponsor recognition and maintain donor relations
- Supervise development officer, membership coordinator, and special events manager positions
- Prepare and/or oversee the preparation, submission, and reporting of grants
- Secure and/or oversee the solicitation of corporate sponsorships each year
- Oversee the membership program's levels, fees, benefits, and marketing
- Work with the Membership Coordinator to plan promotions to build membership
- Oversee the scheduling and planning of Director's tours, opening weekend events, and prospect events
- Other duties and responsibilities as assigned

## **Communications**

- Build and manage relationships with board members and volunteer committees
- Supervise graphic designer and communications associate positions
- Maintain media relations and correspondence to build relevance with community
- Implement marketing strategies for exhibitions, events, and programs
- Manage marketing budget for exhibitions, events, and programs
- Manage production of newsletter, annual report, marketing materials, signage, and mailings
- Maintain cohesive brand identity to communicate the inclusive story of the Dixon experience
- Increase awareness of the organization locally, regionally, and nationally
- Identify and cultivate public relations partnerships to expand reach and grow audiences
- Identify new markets and create strategies to target new audiences to develop more awareness and to grow audience
- Other duties and responsibilities as assigned

## **Qualifications**

- Bachelor's Degree
- 7+ years' experience in not-for-profit development
- Experience in leading and mentoring a team
- Strong planning, organizational and interpersonal skills
- Proficiency with Microsoft 365 suite, databases and research tools
- COVID-19 vaccination required

Qualified candidates should submit letter of interest and resume by email to Gail Hopper at [ghopper@dixon.org](mailto:ghopper@dixon.org) by January 31, 2023.

The Dixon strives for a workplace that is diverse and inclusive. We provide equal opportunities to all applicants for employment without regard to race, creed, color, ethnicity, religion, sex, sexual orientation, age, military service, marital status, and/or disability.