



**Title:** Director of Advancement

**Status:** Full-Time

**Reports to:** Managing Director and Board Chair

**Organizational Structure:** Four full-time employees, six seasonal part-time employees, two independent contractors

**Organization Overview:**

Ann Norton Sculpture Gardens comprises the former residence of sculptor Ann Weaver Norton (1905 - 1982), the widow of Ralph Hubbard Norton. The two-acre property, featuring Ann Norton's historic Artist Studio and nine monumental sculptures amidst a collection of 250 rare species of tropical palms and cycads as well as native plants, lies in the historic El Cid neighborhood of downtown West Palm Beach on the Intracoastal Waterway. In 1977, Ann Norton's vision for art and nature's symbiotic relationship was realized when she established Ann Norton Sculpture Gardens, ensuring accessibility of her property for public enjoyment as a natural sanctuary in an urban area. The Norton House was added to the National Register of Historic Places in 1990. In 2019, Ann Norton was inducted into the Florida Artists Hall of Fame. Ann Norton Sculpture Gardens is a member of the prestigious Historic Artists' Homes and Studios Program of the National Trust for Historic Preservation as well as an officially designated international arboretum.

**Job Description:**

The Director of Advancement is responsible for building and maintaining a growing community of donors, with a specific focus on upper-level patrons and new prospects. This individual will take a lead role in cultivating, soliciting, and stewarding individual patrons at all levels; overseeing the critical annual fund; working closely with the Museum's Board of Trustees; overseeing the Museum's benefit events; and managing institutional grants.

Candidates will be enthusiastic supporters of the Museum's mission to enrich lives with nature, art and history. The successful candidate will be an independent thinker with a collaborative spirit, have enthusiasm for and interest in the art world, historic preservation, and a willingness to take on projects big and small. The position requires excellent writing, communications, organizational skills, attention to detail and the ability to work both independently and in a team setting.

**Qualifications:**

- Working closely with the Managing Director and Board of Trustees on:
  - Annual giving
  - Special events
  - Capital enhancements
- Overseeing continued growth of the Museum's membership program, particularly at the upper levels
- Drafting all development materials, including acknowledgments, renewals, solicitations, and Museum collateral
- Leading major gift prospecting, solicitations, and stewardship
- Planning a calendar of annual cultivation, stewardship, and fundraising events
- Collaboration with PR team and input on social media opportunities

**Candidates must have:**

- Proven development leadership experience, preferably in a cultural setting with success in individual giving, membership, and grants
- Ability to build strong working relationships with colleagues, Board members, artists, and donors
- Strong writing and interpersonal skills
- Donor relations database knowledge and experience
- Ability to remain flexible and focused in a fast-paced work environment and the ability to pitch in when needed
- Willingness to work on-site in West Palm Beach as well as actively engage in prospecting activities out of the office with flexible in-office hours

**Compensation and Benefits:**

- Salary range: \$80,000 - \$120,000
- Benefits include health insurance plan
- Generous PTO when the museum is closed, preferably during August and September
- Relocation support if necessary

**Please send a cover letter and resume to: [mhorgan@ansg.org](mailto:mhorgan@ansg.org), with the subject line “Director of Advancement.” Qualified candidates will be contacted.**

**Ann Norton Sculpture Gardens  
Non-Discrimination Statement**

The Ann Norton Sculpture Gardens is committed to:

- Uplifting the human spirit
- Providing an inclusive and welcoming environment for all members of the community
- Providing an inclusive and nondiscriminatory work environment in which all employees are valued and empowered to succeed
- Compliance with all federal and state legislation and regulations regarding non-discrimination