

Development Manager

Tri-Cities Historical Museum

Department: Development **Classification:** Full Time, Regular **Reports to:** Executive Director **Status:** Exempt **Proposed Salary:** \$47,500-\$55,000

Eligible for Benefits: Yes

Purpose

Responsible for fundraising, philanthropic initiatives: develops and implements annual advancement plans; drives all development activities in coordination with the Museum Executive Director and Board; and executes fundraising strategies to ensure the long-term financial stability of the Museum.

Qualifications:

Bachelor's degree. A Master's degree in a relevant field is preferred. A minimum of three years of management experience, especially in the areas of communications, fundraising, or non-profit administration. Proven success in fundraising and resource development. An emphasis will be placed on collaboration, communication and teamwork. Knowledge of Bloomerang and Past Perfect Software preferred.

Duties and Responsibilities with time allocation percentage

Donor Development, Fundraising and Grant Writing 75%

- Working with Museum Department Managers, creates annual institutional advancement goals, including income and expense budgets, and outlines strategies for donor and prospect cultivation, solicitation, and stewardship.
- Secures gifts and pledges; negotiates gift agreements.
- Creates and oversees a robust schedule of fundraising events that grow opportunities for donor engagement and meet established monetary goals.
- Creates and maintains donor loyalty through stewardship activities and communication that recognizes the impact of each gift. Meet annually with key donors.
- Builds, manages, and cultivates a portfolio of individual, corporate, foundation, and governmental philanthropic prospects.
- Compiles proposals, presentations, briefs, and other materials to engage donors and sponsors; prepares relevant staff, board, and volunteers for donor interactions.
- Serves as liaison to the Fundraising, Development and Membership Committee and coordinates team solicitation plans, working with committee members to build donor relationships and raise funds.
- Works closely with museum staff to prioritize revenue needs and align with funding opportunities.

- Deepens existing donor and sponsor relationships; proactively networks to identify new funding opportunities.
- Oversees donor gift confirmation, acknowledgements, and pledge reminders for donors; maintains accurate and current records in donor database.
- Identifies grant opportunities and prepares concise, compelling grant proposals and reports that align closely with funder priorities.
- Builds and maintains positive relationships with staff at grant-making foundations and governmental organizations.
- Secures sponsorships for various museum initiatives such as Music at the Museum concert series and an annual fundraising dinner.

Appeals, Campaigns, and Millages 10%

- Works in coordination with Museum Executive Director to determine strategy for fundraising campaigns and biennial millage renewal efforts.
- Develops and guides annual appeal process and campaign plans.
- Monitors and presents regular campaign progress reports to the Museum Executive Director and Board.

Administrative 15%

- Serves as a member of the museum's leadership team and assists in shaping the strategic direction of the museum.
- Promote the TCHM to other professional groups within the State of Michigan and the Midwest by active participation in one professional network group such as the Michigan Museums Association, Michigan Historic preservation Network, Michigan Historical Society, etc.
- Assists in the annual budgeting process.
- Assists with development-related administrative support, including coordinating meetings and follow-up actions, providing solicitation updates, and drafting proposal updates. · Recruits, supervises, and mentors any development staff, interns, and/or volunteers. · Write articles for the museum's publications which include *River Winds* and *Grand River Packet*.
- Write editorials as assigned for the museum's monthly column in the Grand Haven Tribune.
- Contribute content to the museums social media accounts.
- Represents the museum at a variety of public and private community events, as appropriate. Achieve a minimum of 20 hours annually of continuing education hours pertaining to your area(s) of oversight. These 20 hours must be approved prior by the Museum Executive Director and can be achieved through webinars, attending local history roundtables and seminars, attending a number of local, state and regional conferences.
- Other duties as requested or assigned by the Museum Executive Director.

Job Knowledge, Skills, and Abilities

- Ability to demonstrate and effectively communicate a comprehensive understanding of the museum's mission, value proposition, philanthropic priorities and 2019-2024 Strategic Plan. Ability to establish, maintain, and leverage effective relationships with external stakeholders, including community, political, business, and philanthropic leaders.
- Outstanding written communication, including the ability to write effectively and persuasively to articulate the need for funding.
- Excellent verbal communication, with a proven ability to communicate effectively in public speaking and in interaction with key partners, funders, and professional affiliates. Ability to adhere to the highest ethical standards and fundraising best practices. Outgoing and optimistic, with exceptional customer service skills and the ability to work with a diverse public and a diverse workforce.
- Creative, collaborative, and strategic, with analytical and problem-solving skills. Demonstrated ability to handle multiple projects simultaneously while meeting deadlines, including the ability to prioritize and organize work effectively.
- Ability to maintain comprehensive budgets; able to understand and appropriately forecast both expenses and revenue, with a proven ability to work within a budget given dynamic operating conditions.
- Must be a self-starter and be comfortable working independently.
- Knowledge of museum programs and practices, especially as they relate to the need for corporate, foundation, and government funding and support.
- Demonstrated computer proficiency, including an excellent working knowledge of Microsoft Suite.
- Flexible work schedule available.
- Ability to work weekends, holidays, and evenings as necessary.

Interested applicants may email a cover letter and resume to Erica Layton, Executive Director at elayton@tchmuseum.org No phone calls please.

The Tri-Cities Historical Museum does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, gender identity or gender expression, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.

The Tri-Cities Historical Museum is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination,

upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.