



## Position Description

**Title:** Senior Manager, Development

**Reports To:** Executive Director

Summary: Develop and implement a strategic plan to raise funds in a cost-effective and time-efficient manner, and to achieve or surpass annual contributed revenue goals. Responsible for planning fundraising campaigns and events, soliciting individuals, foundations and government funding sources, and managing corporate sponsorship negotiations.

Supervisory Responsibilities: Directly supervise, coach, and evaluate Development Officer. Work collaboratively with the organization's vendors, contract workers, and volunteers, as needed.

Employment Classification: Full-time, FLSA exempt status.

### General Responsibilities:

- Responsible for ensuring that the organization achieves fundraising goals.
- Create and implement an annual fundraising plan detailing how the organization can obtain financial support, e.g. the funding pipeline. The plan will identify sources such as individuals, grants, events, government funding opportunities, and corporate investors.
- Build a larger donor base and ensure effective fundraising for long-term organizational stability.

#### 1. Fundraising:

- Oversee fundraising efforts. Research foundations and government funding opportunities, write and/or edit grants. Research corporations and prepare corporate funding plan, and oversee or implement other fundraising strategies.
- Lead the cultivation and solicitation of the organization's prospects for gift opportunities and work with staff to develop the most appropriate means for contacting prospects.
- Work closely with the operations and education departments to understand all program and community outreach activities in order to pursue necessary funding and to better aligning donor interests with projects.
- Coordinate all direct mail solicitations, including organizing lists, and working with marketing as necessary to ensure distribution.



- Oversee all aspects of donor database to maintain database system integrity and accuracy.
- Provide funding analyses, reports, and projections as needed, e.g. funding pipeline and monthly revenue tracking/forecasts.

## 2. Grant Writing:

- Prepare, submit and manage grant proposals and reports to government and foundation sources.
- Be proactive in researching potential grant writing proposals, and manage the analysis of opportunities.
- Coordinate with the finance department, operations and education staff to gather and analyze necessary financial and statistical information and overall grant reporting criteria as required by donors, such as progress and evaluation reports.
- Maintain calendar for reports, proposals, and other activities, and inform staff as appropriate.

## 3. Donor Relations:

- Lead stewardship of current and past donors, identify potential upgrades of past gift levels, cultivate and maintain relationships with prospective and current donors, ensure appropriate donor recognition.
- Ensure that all donor benefits and recognition are properly coordinated and implemented, including communication efforts (press releases and print media), signage, special donor receptions, and other efforts as appropriate.
- Ensures that the museum is included in workplace giving/federated campaigns (as appropriate), and tabling at employee events as needed.

## 4. Special Events:

- Guide development committee and staff with planning and execution of annual events including the Children's Festival and Bumblebee Bash. Responsible for tracking the overall event budget, program, catering, décor and permitting and overseeing solicitation of silent auction items with committee members.
- Provide stewardship to event sponsors and patrons.

## Additional Responsibilities:

- As a member of the Leadership team, responsible for guiding development department strategic plans, coordinate planning and for monitoring performance against plans.



- Attend and be prepared to report at quarterly board meetings, executive committee meetings and others as needed.
- Support and maintain a high degree of staff morale.
- Ability to communicate effectively and accurately represent the organization to internal and external constituencies.
- Other duties as assigned.

**Qualifications:**

- Bachelor's degree in business or a related field. A master's degree is not required, but preferred.; non-profit management or related experience a plus.
- 5+ years of fundraising, event planning, membership, donor engagement campaigns, and database experience (Altru point-of-sale) preferred.
- Must be computer proficient in word processing, spreadsheets, and databases.
- Very detail-oriented and organized in data management.
- Must have excellent verbal and written communications skills.
- Must be committed to providing excellent customer service to donors, museum members and patrons.
- Ability to juggle multiple tasks in a deadline driven environment. Flexible, fast learner with initiative. Highly organized, with attention to detail and accuracy.
- Understanding or willingness to learn how to analyze financial data to report on membership revenue and promotional trends.
- Demonstrated ability to establish and maintain effective working relationships both within and outside the organization; and to work well with others in team situations.
- Ability to work flexible hours, including some nights and weekends.

**Working Conditions:**

- Ability to cope with the stress of a fast-paced work environment.
- Ability to function in a high-pressure environment and to meet stringent deadlines for completing tasks.
- Ability to work in excess of a 40-hour week with irregular work hours when needed.
- Ability to walk, stand, and sit (including on the floor) for long periods of time.
- Must be able to lift and carry supplies weighing at least 30 pounds.
- Ability to stand or sit while maintaining alertness for several hours at a time.
- Position requires bending, leaning, kneeling, twisting, and walking.
- Ability to speak concisely and effectively communicate needs.
- Visual and auditory ability to respond to critical situations and physical ability to act swiftly in an emergency.
- Ability to view data on a computer and/or on paper for long periods of time.