Museum of Sonoma County
Job Announcement

Job Title: Development Manager
Reports to: Executive Director
Available: Immediately

Updated: April 12, 2022
Status: Exempt, 30-40 hours per week
Some weekends and evenings required

Position Description: The Development Manager supports the Executive Director and Board of Directors in achieving the fundraising goals of the organization. This position is responsible for coordination of individual donor and corporate solicitations and stewardship; grant prospecting and applications; exhibition and program sponsorship solicitations; Board and donor communications; assisting with planning and coordination of Annual Fund and other fundraising drives; develop and manage in-person and virtual fundraising events including solicitation of In-Kind contributions for events and programs. This position supervises the Volunteer & Membership Coordinator.

Principal Duties and Responsibilities:

Development
- Collaborate with the Executive Director on relationship building and fundraising opportunities that are strategic and of the highest priority.
- Design and manage fundraising campaigns, including the fall Annual Fund Appeal, and other project specific campaigns through direct mail and other marketing methods.
- Design, manage and implement virtual and in-person development events, including the annual fundraising Gala, in cooperation with other staff, including obtaining all necessary licenses, permits and equipment rentals.
- Evaluate and document the fundraising activities upon completion of each event to ensure quality, productivity, and relevance towards meeting fundraising goals.
- Assist with the design and implementation of Development Committee fundraising strategy.
- Solicit In-Kind contributions to the Museum, such as wine and auction items, to support development and program events.
- Prospect exhibition sponsorship for upcoming exhibitions.
- Serve as a passionate and informed advocate for the Museum. Clearly communicate the impact of the Museum’s work, verbally and in writing, throughout corporate and community networks.
- Prospect grant opportunities. Track all grants and coordinate with other staff to ensure timely applications are submitted, and grant reporting deadlines are met.
- Oversee Planned Giving program.
- Supervise Membership and Volunteer coordinator’s database management for Museum donations and memberships.
- Work with Membership and Volunteer Coordinator to ensure that database is effective and efficient; oversee software updates and customization of donor and membership reports as needed for the Executive Director.
- Responsible for ensuring appropriate and timely donor recognition, including processing of thank you letters, follow-up phone calls, recognition in newsletters, website, and donor panels.
- Coordinate production of development materials, including impact reports, in collaboration with Communications Manager and Executive Director.
- Develop and monitor the Development budget revenue and expenses.
Membership

- Supervise Membership and Volunteer Coordinator’s coordination of the membership program including solicitation of renewals and new memberships.
- Responsible for strategizing and managing membership drives and marketing strategies including efforts to contact lapsed members.
- Responsible for ensuring that all Museum members are acknowledged appropriately and recognized for their support.
- Responsible for ensuring that content in membership brochures and the Museum’s website are accurate and current.

Office Administration

- This position works closely with the Executive Director and serves as a liaison to the Board of Directors’ Development Committee.
- Backup for Communications Manager as needed.
- Other office and administrative duties as assigned.

Education & Experience

- Bachelor’s degree, or commensurate experience required.
- Experience with in-person and/or virtual fundraising event planning required.
- Experience identifying, cultivating, soliciting, and stewarding donor, member & sponsorship relationships required.
- Experience with non-profit database management required.
- Microsoft Office Suite and Adobe Acrobat fluency required.
- Experience with developing and managing a budget preferred.
- Experience working in a Museum or other cultural arts organization preferred.
- Experience with grants preferred.
- Supervisory experience preferred.
- Experience with Constant Contact, NonProfitEasy(Fundly), Wordpress, and QuickBooks Point of Sale preferred.

Skills & Abilities

- Dynamic visionary with exceptional interpersonal and problem-solving skills.
- Must keep privileged information confidential
- Excellent donor relation skills and an understanding of the fundraising community.
- Superb written, verbal, time management, and organization skills. Selected candidates may be asked to submit a writing sample.
- High degree of integrity and drive.
- Must be able to multitask, be flexible, personable, responsible, organized, and accurate with details, as well as a collaborative team player that is respectful of others.
- Must be proactive, work under deadlines and implement projects in a timely manner.
- Employment is contingent upon a successful background check.

Physical Demands

- Sitting at desk for prolonged periods of time, walking, standing, climbing stairs, hearing (telephone, at meetings, etc.) lifting/carrying up to 30 pounds, and reaching both above and below shoulder height.

Salary and Benefits: Salary range is $58,240 – $66,000. Full-time Museum employees are eligible for medical, dental, FSA, vacation and sick leave as outlined in the Employee Handbook. Museum staff members enjoy free admission to hundreds of museums around the country, free or discounted admission to all Museum events and programs, and discounts at the Museum gift shop.
Mission Statement:
The Museum of Sonoma County engages and inspires our diverse community with art and history exhibitions, collections, and public programs that are inclusive, education, and relevant.

The Museum of Sonoma County is an Equal Opportunity Employer

To Apply
All applications must include a cover letter explaining how you are qualified, and why you are interested in this position. Please e-mail your cover letter and resume to:
Elizabeth Smith, Finance & HR Manager
resumes@museums.org

The interview process will be remote.
No phone calls, please
Deadline: Wednesday, April 27, 2022 or until filled.