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**POSITION  
DESCRIPTION**

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**ART & HISTORY MUSEUMS  
MAITLAND**

Title: Development Manager  
Status: Exempt  
Schedule: Full-time  
Supervisor: Executive Director

**Job Summary:** A&H Maitland seeks an experienced, dynamic development professional to lead and advance the fundraising priorities of the Museum. Reporting to the Executive Directors, the Development Manager is responsible for the strategy, implementation, and coordination of all activities to meet short-, medium-, and long-range fundraising goals. The Development Manager is responsible for designing, implementing and administering the institution's multi-faceted development functions including; donor relations, individual giving, corporate support, memberships and fundraising events.

**Duties:**

- Works with Board of Directors, the Executive Directors and the advancement team to design, implement and administer a successful Development Plan that includes, but is not limited to, a major gifts program, a planned giving program, annual giving appeals, a membership program, fundraising events, corporate sponsorships and in-kind services.
- Coordinates all capital campaigns and endowment campaigns in collaboration with the Board of Directors, the Executive Directors and the advancement team.
- Develops and provides oversight of development budget accounts.
- Membership cultivation and processing of new membership materials and membership renewals.
- Assists the Board of Directors and the Executive Directors to maintain strong relationships with current and former individual donors and corporate supporters.
- Identifies, cultivates and retains new individual, corporate and foundation funders with the assistance of the Board of Directors and the Executive Directors.
- Works with the management team to identify funding priorities and integrate development activities into other areas of institutional operations.
- Assist with planning and implementation of major annual fundraising events.
- Train, supervise and retain development volunteers.
- Support overall institutional operations by cooperating with staff colleagues and providing professional assistance to other departments.
- Complete additional duties, as assigned by the Executive Directors.

Qualifications:

- Knowledge of and experience with advancement methods and tools required.
- Superior written, verbal, and interpersonal communication skills.
- Outstanding analytical skills, problem solving skills, and presentation skills.
- Proficient computer skills, including Microsoft Office and Patron Manager.
- Proven project-management skills with the ability to achieve results with nominal supervision.
- Ability to successfully interact and collaborate with key stakeholders to achieve results.
- Ability to prioritize, multi-task efficiently and respond to a high volume of ongoing requests in a timely fashion to meet deadlines.
- Ability to adapt and be flexible in a dynamic work environment.
- Demonstrated success in working with a culturally diverse community.
- Must be available for a flexible schedule that includes some evenings and weekends.
- At least five (5) years related professional experience.
- A minimum of a bachelor's degree from an accredit college/university in a related field, or equivalent work experience.

To apply, please email your resume and cover letter to [humanresources@artandhistory.org](mailto:humanresources@artandhistory.org).