Title: Development Manager  
Status: Non-Exempt  
Schedule: Full-time, M-F, occasional evenings and weekends for campus-wide events  
Supervisor: Director of Advancement  
Pay: $40,000-$45,000  
Benefits: 10 vacation and 10 sick days annually, 10 designated holidays, Employee Healthcare covered at 100% for HMO & Dental

Job Summary: The Development Manager is a key member of the Advancement Department, responsible for raising funds from government and non-government grants, managing social/friendraising events, membership and donation processing, and assisting the Director of Advancement with other development tasks.

Duties:
- Research, plan, implement, evaluate, and manage all grants. Tasks include but are not limited to:
  - Researching, identifying, and retaining funding sources
  - Obtaining required information and materials for applications
  - Writing and submitting grant applications
  - Managing grant contracts and submitting reports
  - Tracking and meeting all grant application and report deadlines
  - Serving as liaison and steward to funding entities
- Lead the planning, implementation, supervision, and evaluation of social events including exhibition opening receptions. Tasks include but are not limited to:
  - Staff & vendor scheduling
  - Management of ticketing & check-in desk
- Data Entry for the Advancement Department, such as donations & memberships into CRM and events into community calendars
- Sending donation acknowledgments and membership packets
- Assist the Director of Advancement with other tasks as-needed in areas including:
  - Annual giving appeals
  - Membership program
  - Annual Gala
  - Corporate Support
Qualifications:

- At least three (3) years related professional experience
- Experience with development methods and tools required, including experience working within CRM software
- Superior written, verbal, and interpersonal communication skills
- Outstanding analytical and problem solving skills
- Proven project-management skills with nominal supervision
- Excellent attention to detail
- A team player with a strong work ethic who can develop a positive and highly productive work environment
- 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
- Proficient computer skills, including e-mail, Internet, and Microsoft Office, such as Word and Excel
- Must be available for a flexible schedule that includes some evenings and weekends
- A minimum of a bachelor’s degree from an accredited college/university.

How to apply:
To apply, email a resume and letter of interest to humanresources@artandhistory.org. Please address any museum or professional arts administration experience in relation to this position in the letter.