

# Shaker Museum

## **Development Manager**

Shaker Museum elevates Shaker material culture to animate Shaker values and beliefs and inspire individuals and communities to deepen bonds and seek meaningful approaches to social, economic, environmental, and spiritual issues. Shaker Museum stewards the world's most comprehensive collection of Shaker material culture and archives and is the leader nationwide among organizations devoted to Shaker history. The museum also stewards the historic Shaker site in New Lebanon, NY and has a campus in Old Chatham, NY, which is open year-round by appointment, where the administrative offices, collections, library, and archives are housed. This position will work primarily onsite, at the Old Chatham campus for now, and eventually in new spaces in Chatham.

Reporting to the Deputy Director, the Development Manager oversees the implementation and maintenance of Shaker Museum's capital campaign and annual fundraising. The Development Manager supervises the Development Associate and has the following responsibilities: supporting operational functions, development operations, the Development Committee, and donor services functions; and fundraising data management and analytics.

## **Primary Responsibilities**

- Provide the infrastructure, processes, procedures, and systems that optimize efficiency and productivity.
- Ensure that all data is managed appropriately to enable effective fundraising and ensure that decisions are informed by clear analysis and reporting.
- Provide regular updates to leadership on fundraising progress against goals; prepare quarterly reports for Board Committees on fundraising status and forecast; provide inputs into Board reports and other ad hoc report requests from leadership, including KPI tracking, dashboards, and other analytics.
- Ensure data quality and integrity checks and processes are in place and documented.
- Manage the museum's portfolio of major donors, including day-to-day details of campaign implementation, arrangements and notifications for meetings, campaign correspondence, monitoring gift and pledge records.

## **Knowledge and Experience**

- Bachelor's degree. Advanced degree preferred.
- Six years of experience with fundraising, preferably including capital campaigns, and at least three years of supervisory experience.
- High level of competency with Blackbaud.
- Proven leadership skills as a thoughtful collaborator and effective problem-solver.
- Experience with fundraising, sales, or marketing analytics.
- Superior interpersonal and written and oral communication.

**Hours and Benefits**

This is a permanent, full-time position (40 hrs/week). The position includes vacation, holiday, personal and sick leave, plus health insurance and a 401K program. The salary is \$65-\$70,000 per year, depending on experience. Evening and / or weekend work required at times, with flex time offered in compensation. Please send resume, and a detailed cover letter explaining your interest in the position to Lacy Schutz at [lschutz@shakermuseum.us](mailto:lschutz@shakermuseum.us). Use Development Manager in the subject line. Applications without a cover letter will not be considered.

It is the policy of the Shaker Museum to provide for equal employment opportunity in and conditions of employment without discrimination based on age, race, creed, color, national origin, sex, gender identity, familial status, or a person with disabilities.