

# Shaker Museum

## **Development Director**

Shaker Museum is seeking a dynamic, entrepreneurial individual to join our leadership team at a pivotal time in our institutional development. Thanks to an ambitious capital campaign, Shaker Museum will be breaking ground this spring on a new permanent facility designed by Selldorf Architects to hold the world's foremost collection of Shaker material culture. The Development Director will play a vital role in transforming what was formerly a small country museum, founded 75 years ago, into an international destination in Chatham, NY. (Learn more about Shaker Museum below)

Reporting directly to the Interim Executive Director and working in close partnership with Shaker Museum's Board of Directors, the Development Director will set the strategic direction and pace of all of the museum's fundraising activities. This highly visible position oversees Shaker Museum's capital campaign as well as annual fundraising initiatives for general operations, programs, special events, and restricted projects.

As a key member of the senior management team, the Development Director is responsible for directing all fundraising activities, optimizing operational functions, and guiding the development team. This includes managing the development and campaign committees, coordinating major fundraising initiatives, and ensuring the success of donor benefits and other special events.

In addition, the Development Director will supervise the Development Associate, providing guidance and support to ensure effective day-to-day operations and the achievement of fundraising goals.

## **Primary Responsibilities**

- Collaborate closely with the Interim Executive Director to craft and drive the overarching strategic vision for Shaker Museum's fundraising efforts, propelling the organization toward long-term sustainability and growth.
- Design and implement a bold, multi-year fundraising strategy that taps into diverse revenue streams by leveraging foundations, corporations, individual patrons, and high-profile special events to maximize financial support.
- Set ambitious fundraising goals for the capital campaign, ensuring consistent progress with clear metrics, while also securing essential annual funding for programming and operational needs.
- Spearhead board-led fundraising initiatives, developing personalized giving plans for each member and creating tailored engagement strategies to deepen connections with key prospects.
- Lead the charge for the development and capital campaign committees within the board, inspiring action and strategic contributions toward the museum's vision.

- Prepare and deliver high-impact fundraising reports at full board meetings, keeping key stakeholders informed and energized about the museum's financial health and progress.
- Equip and empower volunteer solicitors with compelling materials, in-depth prospect research, and persuasive donor messaging to elevate their fundraising success.
- Oversee monthly revenue reconciliation and ensure meticulous management of donor reports, maintaining transparency, accuracy, and financial accountability at all times.
- Direct the development team's activities, providing leadership and mentoring to direct reports and optimizing day-to-day operations for maximum productivity and efficiency in meeting fundraising goals.
- Harness the power of data to drive decision-making, ensuring that the museum's data is organized, well-managed, and produces clear insights for consistent and impactful reporting.
- Cultivate and manage a high-value portfolio of top-tier donor prospects, spanning leading corporations, foundations, and major individual supporters, ensuring personalized stewardship and engagement.
- Supervise the development associate in creating and executing successful patron programs and membership campaigns, from identifying key prospects to ensuring thoughtful benefit fulfillment and donor satisfaction.
- Lead the foundation and government grant process, from managing the creation of compelling grant applications and submissions to managing post-award reporting and ongoing stewardship to ensure sustained partnerships.
- Conceptualize and execute memorable special events, strategically designed to engage donors, elevate the museum's profile, and generate excitement and support for its mission.
- Create dynamic donor communications, transforming them into impactful tools that highlight the museum's achievements and deepen donor engagement.
- Drive the creative direction for all donor-facing print and digital material, ensuring consistent, inspiring messaging that reinforces the museum's vision and fosters strong, lasting relationships with supporters.

## **Knowledge and Experience**

- Bachelor's degree required, with a strong foundation in nonprofit management, business, or a related field.
- A minimum of 10 years of fundraising experience, with a proven track record of success, including leading capital campaigns. At least 5 years of experience in a supervisory role, guiding teams to achieve ambitious goals.
- Expert-level proficiency with Blackbaud, Raiser's Edge, and other fundraising software, with a deep understanding of data management, donor engagement, and reporting functions; proficiency with Microsoft 365.
- Knowledge of New York State funding sources including application and grants management processes preferred.
- Exceptional interpersonal, written, and verbal communication skills, with the ability to connect authentically with diverse audiences, deliver persuasive messaging, and foster strong relationships with donors, colleagues, and stakeholders.
- Demonstrated leadership abilities as a collaborative partner and innovative problem-solver, skilled at navigating complex challenges and inspiring teams toward excellence.

- Experience in fundraising, sales, or marketing analytics with a keen ability to analyze trends, measure effectiveness, and drive strategic decision-making based on data insights.

### **Hours and Benefits**

This position is located in Chatham, NY. This is a permanent, full-time position (40 hours/week) offering a competitive salary commensurate with qualifications, experience, and skills. The salary range for this role is \$100,000 - \$125,000 per year. Additionally, the position includes a comprehensive benefits package: vacation, holiday, personal, and sick leave, health insurance, and a 401(k) program.

**Please note:** Evening and/or weekend work may occasionally be required, with flexible scheduling available as compensation.

To apply, please send your resume along with a detailed cover letter outlining your interest in the position to Lisa Malone Jackson at [lmjackson@shakermuseum.us](mailto:lmjackson@shakermuseum.us). Be sure to include "Development Director" in the subject line. Applications submitted 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, gender, sexual orientation, disability, marital status, genetic predisposition, or carrier status.

### **Learn more about Shaker Museum:**

- [Artnet](#): Frances McDormand Helps Bring Shaker Culture Back Into the Spotlight
- [NY Times](#): Shaker Cradles for Adults? They Rocked Frances McDormand's Mind
- [Press Release](#): Shaker Museum Presents Farmhouse/Whorehouse: An Artist Lecture by Suzanne Bocanegra starring Lili Taylor
- [New York Almanac](#): New Home Planned for Shaker Museum's Library, Archives and Admin Office
- [Press Release](#): Shaker Museum Awarded \$2,456,000 Grant from New York State Council on the Arts' Capital Project Fund
- [Selldorf Architects](#): Shaker Museum