

Shaker Museum

POSITION DESCRIPTION: DEVELOPMENT MANAGER

Shaker Museum, home to the world's most significant collection of Shaker material culture, is seeking a development manager to expand its fundraising capabilities at a pivotal moment in the evolution of the institution. This September, Shaker Museum is commencing construction on a new permanent facility designed by Selldorf Architects—transforming a small country museum founded 75 years ago into an international destination in Chatham, NY.

The Development Manager will focus on the implementation and analysis of Shaker Museum's capital campaign, as well as supporting the museum's operational fundraising.

SUMMARY

Reporting to the Director of Development and working closely with leadership, the Development Manager will manage all aspects of the *Be In The Gift Campaign* (70%), including conducting research and recommending priorities; managing the creation and distribution of campaign and stewardship materials; planning and implementing campaign events and meetings; and tracking, analyzing, and reporting on progress against goals.

In support of operational functions (30%), the Development Manager will primarily assist in managing the museum's portfolio of individual donors, including coordinating and implementing an annual fundraising event; managing the pipeline of annual fund donors; and tracking, analyzing, and reporting on progress against goals.

RESPONSIBILITIES

- Manage and organize the *Be in the Gift* Capital Campaign including prospect research, tracking, strategy, task assignment, and maintenance of timelines.

- Recommend solicitation priorities for Campaign and non-campaign donors, develop and execute targeted cultivation plans/solicitation strategies for a range of prospects, and keep all relevant information up to date.
- Oversee creation and distribution of Campaign communications including solicitation proposals, pledge agreements, payment reminders, and stewardship reports.
- Plan and execute cultivation events including cocktail parties and information sessions designed to raise awareness of and excitement for the *Be in the Gift* Capital Campaign, as well as annual Garden Party benefit event.
- Schedule meetings, prepare talking points, assemble presentations, and provide preparatory materials for Board members, Shaker Museum staff, and other Campaign and museum advocates.
- Work collaboratively to research funding opportunities; plan and provide information for funding proposals and letters of interest; create and administer mid-term and final reports.
- Manage campaign record keeping, evaluate progress towards milestones, prepare periodic reports on fundraising.
- Develop and maintain a strong knowledge of Shaker Museum's mission and programming to effectively represent Shaker Museum through both oral and written communications at meetings and other engagement opportunities.

REQUIRED QUALIFICATIONS

- BA/BS or equivalent experience.
- 5+ years of development experience, preferably within a museum or cultural institution.
- Excellent communications skills including writing, analysis, and research.
- Highly organized, detail-oriented, creative, strategic professional able to manage multiple projects under deadlines.
- Exceptional interpersonal skills and an ability to work collaboratively with all levels of staff, volunteers, board members, donors, and prospective donors.
- A track record of planning, coordinating, and managing both intimate and large cultivation and fundraising events.
- Sensitivity to confidential information and commitment to exercising discretion and judgment.
- High level of computer literacy with a solid knowledge of Microsoft office products, web research and familiarity with wealth screening tools.

- Ability to work in-person in Chatham, NY.
- Established commitment to Shaker Museum's core values of conviction, integrity, inclusion, and innovation.

HOURS & 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 \$65,000 - \$70,000 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 will occasionally be required, with flexible scheduling available as compensation.

Please send resume, along with a cover letter explaining your interest in the position, to Elsbeth Pancrazi at epancrazi@shakermuseum.us. Use "Development Manager: [Your name]" in the subject line.

It is the policy of 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.