

Development Director

Shaker Museum, home to the world's most significant collection of Shaker material culture, is seeking a development director to expand its fundraising capabilities at a pivotal moment in the evolution of the institution. This September, Shaker Museum has commenced 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.

Reporting directly to the 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 building the annual fundraising budget from \$1.5M to \$5M dollars over the next five years.

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 board campaign and development committees, coordinating major fundraising initiatives, and ensuring the success of donor benefits and other special events.

The Development Director will supervise a Campaign specialist as well as Development Manager and Development Associate, providing guidance and support to ensure effective day-to-day operations and the achievement of fundraising goals.

Primary Responsibilities

- Work closely with the 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.
- Guide fundraising for the Capital Campaign, ensuring consistent progress with clear metrics and leading stewardship efforts.
- Design and implement a bold, multi-year fundraising strategy for programs and operational needs by leveraging individual patrons, high-profile special events, foundations, corporations, and membership to maximize financial support.
- Cultivate and manage a high-value portfolio of top-tier donor prospects, ensuring personalized stewardship and engagement.

- Equip and empower Executive Director and Board solicitors with compelling materials, in-depth prospect research, and persuasive donor messaging to elevate their fundraising success.
- Lead the charge for the development and Capital Campaign committees within the board, inspiring action and strategic contributions toward the museum's vision.
- Spearhead board-led fundraising initiatives, developing personalized giving plans for each member and creating tailored engagement strategies to deepen connections with key prospects.
- Conceptualize and execute memorable special events, strategically designed to engage donors, elevate the museum's profile, and generate excitement and support for its mission.
- Drive the creative direction for all donor-facing communications (print and digital), ensuring consistent, inspiring messaging that reinforces the museum's vision and fosters strong, lasting relationships with supporters.
- 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.
- 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.
- 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.

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 and working with individual giving. 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) with an expectation of on-site work approximately 4 days/week. Shaker Museum offers a competitive salary commensurate with qualifications, experience, and skills, in the range of \$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. Be sure to include "Development Director" in the subject line.

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, or marital status.