Manager of Development

Description:
Reporting to and in partnership with the chief development officer, the Manager of Development will aid in the design and implementation of the National Liberty Museum’s annual fundraising plan. This role necessitates working closely with other NLM departments. The Manager of Development will work closely with the finance department and development team to administer the museum’s annual development program and actively participate in all fundraising activities.

Reports to:
Chief Development Officer

Hours:
Full time, 40 hours a week. Monday–Friday
Occasional weekends and some evenings throughout the year (networking and NLM events)

Duties & Responsibilities:
- Plan, manage, and participate in the NLM’s annual calendar of fundraising activities.
- Core responsibility includes growing relationships with existing donors and cultivating relationships with new donors to secure support. Successful candidate will have experience closing individual gifts (of at least $5,000) and donations/sponsorships via events.
- Oversee annual fund appeals and glass auction gala fundraising.
- Manage calendar of institutional supporters to secure support for the NLM’s operations and programs; liaise with grant writing staff and foundation/corporate supporters to coordinate grant application and reporting cycles.
- Adeptly use and manage fundraising database (Altru) to develop data-driven fundraising strategies and report on pipeline and prospect activities.
- Manage prospect tools to research and identify new prospects.
- Experience or willingness to learn about annual giving and planned giving.
- Lead implementation of donor recognition and stewardship activities.
- Ability to work within a budget.
- Provide friendly, donor-centered customer service and represent the museum and our mission in a professional and positive manner.
Qualifications:

- Must have a bachelor’s degree, with 2-5 years of relatable experience
- Proficiency in Office 365
- Demonstrated success meeting fundraising goals through diverse funding streams. Grant writing experience is preferred. Experience securing individual gifts (of at least $5,000) and donations/sponsorships via events.
- Experience seeking out and cultivating relationships that lead to increased funding.
- Experience with Blackbaud systems, specifically Altru preferred
- Ability to work both independently and as a member of a team in a fast-paced, deadline-driven environment
- Ability to handle multiple projects simultaneously
- Excellent written and verbal communication skills

Physical Demands:
The work environment and physical demands and characteristics are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions:

- Physical Demands: Requires some physical activity including sitting/standing, limited lifting and carrying (up to 20 lbs.), up/downstairs
- Work Environment: Work is typically performed in an indoor environment, in museum offices or on museum floor
- Equipment: General office equipment, projector, Smart Board, two-way radio

Work Environment/Office Culture:
NLM is a small team, where employees must be adaptable. You will be expected to interact and work with many different departments, and foster relationships with outside groups for events.

To Apply:
The National Liberty Museum is an Equal Opportunity Employer seeking a diverse workforce. The NLM provides an excellent compensation package. The benefits package includes medical, dental, life & long-term and short-term disability insurance, a voluntary 401(k) program with employer match, paid time off, and an employee assistance plan for transit and dependent care.

We are now interviewing and will continue to do so until we find the ideal candidate. Interested applicants are asked to please forward your 1) resume, and 2) cover letter for immediate consideration to development@libertymuseum.org.

We regret we may not be able to respond to all applications. No phone calls, please.