

Development Operations Manager

Description:

The Manager will be responsible for coordinating and providing oversight of all development operations to ensure the smooth running of the department and proactive collaboration with other departments. The Manager will both serve as an active fundraiser on the team as well as plan, organize, and direct the NLM's fundraising including the annual fund and Gala & Glass Auction. The Director will report to the CDO and work closely with the CDO, CEO and the Board. The ideal candidate will be a high-energy self-starter who combines organizational acumen and fundraising experience with knowledge of the Philadelphia community, as well as the larger philanthropic and corporate sectors. The candidate must be passionate about the NLM's mission and an outstanding team player who works effectively with various constituencies both internally and externally.

Reports to:

Chief Development Officer

Hours:

Full-Time 40 Hours a Week

Occasional Weekends, Holidays and Evenings required

Duties & Responsibilities:

- Fundraises to reach a revenue goal through the 1) Gala & Glass Auction, 2) Year-End Appeal and 3) stewardship of our sponsored awards programs.
- Works with CDO to oversee the annual Development budget and contributions pipeline; provides monthly updates of pipeline working with NLM's accounting.
- Manages and provides oversight of all development operations to ensure the smooth running of the department and proactively improve our processes, including but not limited to:
 - Managing our website presence, as well as digital and printed development materials and donor recognition.
 - Overseeing the Altru fundraising database, suggesting improvements, and maximizing its ability to support our fundraising functions.
 - Performing other tasks needed to support overall departmental effectiveness.
- Manages activities for the Gala & Glass Auction and contributes to fundraising.
- Manages Year End Holiday Appeal and contributes to fundraising.
- Provides regular fundraising reports to the CDO and updates campaign forecasts throughout the year.

- Works closely with the NLM's Accounting and Administration to oversee smooth functioning of department and collaborate on organizational projects, including our annual independent audit.
- Oversees coordination of quarterly Board meeting and production of Minutes.
- Contributes to all donor stewardship and recognition events/functions in collaboration with Marketing and Education.

Qualifications:

The ideal candidate will be an experienced development professional with a proven track record of fundraising success and experience in fundraising, corporate and special events, and campaign management. Qualifications include:

- Bachelor's degree required, Master's degree in relevant field preferred.
- 5-7 years of relevant experience.
- Goal-oriented campaign strategist who can create and execute new giving opportunities and programs expanding the NLM's financial resources.
- Self-starter who can work independently and collaborate with colleagues and volunteer leadership.
- Confident and effective relationship builder who enjoys meeting with new and existing supporters.
- Familiarity with the Philadelphia community and philanthropy.
- Outstanding written and oral communication skills.
- Flexibility with schedule (occasional morning, evening and weekends).
- Proficiency in Altru and Microsoft Office.
- Able to enthusiastically support and promote the NLM's mission and values.

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 50 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:

We are proud of our museum family and work each day to create an atmosphere where everyone can contribute their ideas, energy and enthusiasm for the important services we provide to the public. We emphasize working together as a team which is cooperative and supportive of each other, with open communication always.

Our management team is committed to providing an atmosphere of trust and open communication and to listen to and answer any staff questions or concerns. We believe in giving each staff person opportunities to grow and will always promote from within and where possible.

To Apply:

The National Liberty Museum is an Equal Opportunity Employer seeking a diverse workforce.

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 jobs@libertymuseum.org.

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