

# Berkshiremuseum

Title: **Development Manager**

Division: Engagement

Reports to: Chief Engagement Officer

Exempt/Non-Exempt: Exempt

Work: Full-time, in office

The mission of the Berkshire Museum is to bring people together for experiences that spark creativity and innovative thinking by making inspiring educational connections among art, history, and natural science.

The Berkshire Museum is committed to cultivating an inclusive, equitable, accessible, and welcoming environment for all employees, volunteers, and guests. We encourage any individual interested in working with the museum to apply.

## **Position Summary:**

The Berkshire Museum seeks a highly energetic, creative, and experienced Development Manager. Reporting to the Chief Engagement Officer, this position will be committed to a donor-focused development office serving three key areas: Annual Fund, Fundraising Events, and Grants & Sponsorships. They will implement all fundraising engagement activities: gala events, cultivation and stewardship events, and all donor relations. The ideal candidate will also work collaboratively to identify, cultivate, and solicit prospects to secure donations from individuals, corporations, and foundations through corporate and federal grants, sponsored gifts, annual appeals, memberships, and special events. The position will oversee all development activities and work to ensure that individual donors are cultivated through careful stewardship of donors' interests. Strong relationship management experience necessary.

## **Primary Functions and Major Responsibilities:**

Reporting to the Chief Engagement Officer, the Development Manager oversees all donor management tracking, development writing, grant management, and other departmental activities. The position will also manage gift reports to help the department make real-time decisions on donor engagement.

## **Key Responsibilities:**

- Coordinate and oversee annual fundraising, including the development, coordination, and implementation of fundraising plans and programs including, but not limited to, annual appeal, gifts and grants, and special events
- Develop strategies to meet or exceed all budgeted revenue goals
- Work closely with Chief Engagement Officer to ensure careful cultivation and stewardship of all philanthropic constituents
- Develop plans for securing gifts (key event sponsors) from new sources working closely with the Chief Engagement Officer and other members of the senior staff
- Maintain positive working relationships as a team player through problem solving issues, listening attentively, and using utmost discretion on donor information
- Act as a liaison with the communications team to develop methods (correspondence, printed materials, digital and social networks, etc.) to promote support for the Museum
- Utilize donor database to track development revenue by category, ensure accurate and comprehensive donor records, and prepare reports for Development Committee and senior staff regularly and upon request.

### **Special Events**

- Provide administrative oversight to the development team in the areas of special event creation, production, coordination, implementation, and follow up
- Bring a creative approach to events

### **Grants & Sponsorships**

- Manage a calendar of available grant opportunities to create competitive proposals for funding.
- Draft all thank you letters for donations and grants
- Research grant opportunities, collaborate with museum staff on proposals, submit grants and manage reporting requirements
- Assist Chief Engagement Officer and others in building partnership proposals and benefit packages for all corporate, organizational partners/sponsors, and foundations

### **Qualifications:**

- Minimum of five years' experience in a similar field
- Excellent, crisp writing skills with an entrepreneurial spirit and creative approach
- Ability to anticipate problems and find appropriate solutions
- Strong organizational and time management skills; highly self-motivated and energetic, ability to show initiative and work independently; ability to juggle multiple projects with a high level of attention to detail; ability to work in a fast-paced, team-oriented office
- Ability to initiate and enjoy direct communication with donors
- Project and organizational planning and project coordination experience
- Demonstrated knowledge of Excel and Word, familiarity with fundraising databases, familiarity with Altru a plus.
- Energetic, positive, dependable, and able to work collaboratively. Must handle sensitive communications with confidentiality.
- Ability to work some evenings and weekends, and easily accept other duties and tasks as assigned

**Salary Range: \$50,000 – 55,000 plus generous benefits**

**Please submit cover letter and resume to Hilary Dunne Ferrone, Chief Engagement Officer,  
hferrone@berkshitemuseum.org**