

Development Manager

Department: Advancement
 Reports To: Executive Director

FLSA Status: Exempt
 Effective Date: November 2016

The critical features of this job are described under the headings below. This job description does not prescribe or restrict the tasks as shown below and may be subject to change at any time.

Job Summary

Works with the Executive Director, staff and board to identify, define and acquire funding for the Museum through corporate, foundation, government and individual sources to meet and exceed budget. Serves in donor relations capacity through coordination of BAM's database and stewardship activities. Assists in the preparation and editing of written materials for fundraising and communications, and other documents as requested.

Essential Duties and Responsibilities

- Develops, writes, and submits grant proposals for funds from private foundations, corporations and government agencies. Writes and submits acknowledgement letters and interim and final reports.
- Identifies, writes and oversees federal grants processes through grants.gov. Maintains institutional account on grants.gov.
- Researches public and private grant agencies, foundations and corporations to identify potential sources of funding for exhibitions and Museum programs.
- Develops and maintains grant and sponsor funding calendar and cycle, including dates for interim and final reports.
- Develops administrative tracking systems for fund development campaigns including Trustee fund raising initiatives.
- Writes and edits sponsorship proposals. Prepares acknowledgement letters and sponsor reports.
- Provides data for, writes and/or edits written materials for fundraising and communications such as case statements, annual appeals, print and e-newsletters, press releases, brochures and annual reports.
- Participates in planning to determine funding needs and strategies.
- Participates in the development of annual budget.
- Participates in writing and editing Museum materials such as strategic plans, personnel manuals, and giving policies, as well as website content, under the direction of appropriate senior staff.
- Supervises Membership Coordinator and Event/Art in the Park Coordinator and heads membership campaigns, activities, events and revenues.
- Maintains records of grants, sponsorships and donations including acknowledgement letters.
- Establishes protocol for database entry and management to ensure integrity of data. Trains staff on appropriate protocol. Maintains the donor database for accurate tracking of sponsor and grant support as well as memberships and donations to the Museum with an eye toward proper notations.

- Updates online institutional information on “charity watch” sites such as Guidestar and Charity Navigator.
- Assists with individual prospect research.
- Oversees and assists with Museum events including soliciting volunteers for Art in the Park and securing and tracking donations for auctions and event revenue record keeping and acknowledgements.
- Coordinates stewardship activities of appropriate staff and Trustees.

Additional Responsibilities

- Other duties as assigned by the Executive Director of the Museum.

Minimum Qualifications

Minimum of five (5) years experience in fund development with a focus on grants and sponsorships. Composition and language skills in technical and persuasive writing in grant and sponsor proposals. Competency with desktop computer, presentation software, and database applications. Proficiency with grants.gov platform.

Education Requirements

BA or BS in related topic. MA in related topic beneficial.

Minimum of five (5) years related experience as a grant writer, development officer or equivalent combination of education and experience.

Language Requirements

Proficiency in reading, writing and comprehension of the English language.

Physical Demands

The physical demands described here 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 the essential functions of the job.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Day-to-day work environment is in an office or museum/gallery setting. Employee is not exposed to hazardous materials or conditions requiring personal protective devices, nor do undue fluctuations in temperature/humidity occur in the routine course of the employee’s duties. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job. This position does not require routine or regular engagement in interstate commerce.

