

Community Relations & Development Manager

The Whaling Museum is seeking a full-time Community Relations & Development Manager to build both support and visitation, furthering the impact of the museum's mission.



Principal Responsibilities:

- Lead the advancement of diversified fundraising plans at the museum with individual support, private & government grants, corporate sponsorships, and special campaigns for exhibitions, educational initiatives, and collections
- Construct annual and long-term development plan with benchmarks
- Oversee execution of successful fundraising events, including major annual benefit
- Seek opportunities to stimulate patron involvement; ensure recognition of major contributors
- Thoroughly manage each step of development projects, including research, proposals, and reports
- Maintain accurate prospect and cultivation records in ETapestry
- Identify viable partnership opportunities to strengthen support for museum
- Advise board and staff on trends in philanthropy
- Work with staff to match donor interest with areas of the museum's work
- Identify marketing strategies to build visitation, develop new audiences, and grow membership base
- Publicize happenings through press releases, E-Newsletters, social media, website, flyers, and e-blasts
- Design and disseminate high-quality promotional materials, in print and online, with unified institutional branding
- Broaden the museum's profile in the community in appropriate outreach opportunities
- Represent the museum locally, attending organizations' meetings and functions
- Help execute in-house events as needed
- Other duties or projects as assigned

Education and Experience:

- A bachelor's degree - graduate training preferred - in professionally appropriate field
- Professional fundraising experience within a museum or not-for-profit organization
- Experience in detailed event-planning
- Successful record of achievement in securing support from diverse sources
- Grant writing and oversight
- Experience with ETapestry highly desirable
- Advanced skills with Microsoft Office
- Ability to produce polished and attractive promotional materials; experience with Publisher preferred

Qualifications:

- Understanding of the philanthropic scene of local community
- Capacity to formulate creative fundraising strategies, with in-depth knowledge of current approaches
- Knowledge of content marketing approaches to drive visitation
- Diplomatic personality with high level of poise and professionalism in all circumstances
- Stellar interpersonal skills to collaborate effectively with Museum constituencies and staff
- Optimistic and forward-thinking with an energetic, joyful, can-do attitude
- Self-starting and resourceful; fearless but friendly attitude in soliciting gifts
- Ability to produce high-quality and impeccable writing in proposals, reports, and correspondence
- Occasional evening and weekend work is required; light traveling may be required

This position reports to the Executive Director and is a salaried, exempt, employed-at-will position. The museum is an EOE Employer.

Interested applicants should send:

- Coverletter | Resume | 3 References | Two examples of project, grant, or initiative created or developed

Email ASAP to director@cshwhalingmuseum.org

EMAIL ONLY; No Phone Calls Please.

Posted 12/9/16 | Position Open Until Filled