



JOB DESCRIPTION: Development Manager

JOB CLASSIFICATION: Full Time Non-Exempt, 35-40 hr/wk

SALARY RANGE: \$20 to \$21 per hour, depending on experience

BENEFITS: Medical, Dental, and Paid PTO (Vacation, Sick Time, and Holidays)

BASIC FUNCTION

The Development Manager works closely with the Executive Director to increase the museum's contributed income through designing, executing, and managing fundraising strategies. This includes individual giving, corporate sponsorships, events, and grants. This position also oversees maximizing earned income through rentals.

POSITION RELATIONSHIPS

The Development Manager reports to the Executive Director. They may work with museum assistants and other staff to ensure successful development functions and provide proactive support to the Director. The Development Manager serves as the initial point of contact for financial donors and institutions.

PRINCIPLE DUTIES AND RESPONSIBILITIES

Institutional Responsibilities

- Supporting the Museum's commitment to the visitor experience, community engagement, and institutional relevancy for the future.
- Contributing to and supporting institutional initiatives.
- Contributing to a positive organizational culture based on mutual respect, a spirit of collegiality, cooperation, and openness to many perspectives.
- Participating in a culture of ongoing learning, collaboration, innovation, creativity, and community engagement.

Development and Fundraising Responsibilities

- Creating, in collaboration with the Executive Director, a fundraising plan to align with the museum's mission, vision, and core values. The plan will include individual giving, events, corporate sponsorships, and grants.
- Researching and creating targeted proposals for potential individual donors and institutions that fit the fundraising plan.
- Researching potential private and public grants that fit the fundraising plan. Working with contracted grant writer to submit, track, and manage all grants.
- Cultivating and maintaining relationships with major donors and institutions.

- Managing fundraising and donor cultivation events.
- Growing membership through targeted campaigns.
- Maintaining membership and donor database. Updating information as it is received. Preparing monthly reports for the Executive Director to review.
- Developing marketing materials related to fundraising.
- Coordinating and processing all museum fundraising mailings and newsletters.
- Preparing fundraising letters, documents, reports, etc. as directed.

EARNED REVENUE RESPONSIBILITIES

- Oversee rentals and develop earned revenue goals and strategies.
- Oversee marketing for rental programs.

GENERAL DUTIES

- Staying abreast of all Museum happenings both ongoing and upcoming.
- Staying abreast of local and state happenings.
- Performing duties required during major museum events and festivals.
- Attending special events at the Rice Museum as requested by the Executive Director.
- Performing other duties as assigned by the Executive Director.

COMPETENCIES

- Working knowledge in nonprofit management principles and practices; fundraising principles, practices, and methods; supervisory experience, including techniques of planning and delegating work.
- Strong leadership, decision making, interpersonal, planning, and organizational skills; solid presentation, negotiation, problem solving, conflict resolution, and meeting management skills.
- Creative and enjoy working within a small, entrepreneurial environment.
- Ability to communicate with a wide audience with enthusiasm.
- Commitment to accuracy and attention to detail.
- Ability to exercise good judgment in a variety of situations.
- Strong organizational and administrative skills.
- Comfortable with asking questions and suggesting improvements or alternatives.
- A multitasker with the ability to wear many hats.
- Commitment to diversity and inclusion as key strategies toward broad-based institutional excellence, representing a range of perspectives, thought, and actions.
- Personal qualities of integrity, credibility, and dedication to the mission of the Rice Museum.
- Candidates must have a positive attitude.
- Roll-up your sleeves attitude; step up to take control; use your good judgment to move projects along.

WORK ENVIRONMENT

General small office environment. The collection is displayed in a 1950s ranch house with two levels with stair and elevator access, and in a second gallery in a former woodshop. Both

interior locations are fully climate controlled. Our grounds consist of 23 acres of wooded property and we regularly hold outdoor events. The Museum is education oriented and has several weekly school tours with groups of students from preschool through college. Must be able to work in an occasional noisy setting. Will occasionally work outside and will access both climate controlled and non-climate controlled storage areas.

PHYSICAL DEMANDS

The person selected for this role will frequently be required to navigate uneven surfaces and narrow spaces, ascend/descend step ladders and stairs, and remain in a stationary position for up to 8 hours.

POSITION TYPE/EXPECTED HOURS OF WORK

Hours for this position will be set in a Wednesday-Sunday schedule. Some flexibility allowed in setting hours, but will typically take place when the museum offices are open.

TRAVEL

Minimal travel may be required locally (less than 30 miles). Expenses for travel will be reimbursed.

REQUIRED QUALIFICATIONS

- Bachelor's degree or the equivalent in education and experience.
- Two years of progressive experience in philanthropic or non-profit organization, museum experience preferred.
- Highly proficient with computer software including but not limited to Microsoft Office including extensive experience with PowerPoint and Excel.

WORK AUTHORITY AND SECURITY CLEARANCE

Employee must be legally authorized to work in the United States. Rice Northwest Museum of Rocks and Minerals does not sponsor work visas. Due to working around valuable objects and the public, employee must be able to pass a background check.

OTHER DUTIES

Other duties may be assigned to this position as needed.

If interested in applying, please send a cover letter and resume to Kimberly Vagner, Executive Director, kim@ricenorthwestmuseum.org.