



Title:	Development Manager
Classification:	Full-time exempt (40 hours/week)
Rate:	Salary range \$66,000 to \$80,000 + benefits
Department:	Development
Reports To:	Executive Director

Position Summary:

Building upon a rich history, strong programs and partnerships, broad community support, a dedicated Board, and committed staff team, the Development Manager stewards our donor and foundation network, and collaborates with the Executive Director to expand and execute funding strategies that allow us to connect donors to the tangible difference their contributions are making locally.

This is a year-round, 40 hours per week position, eligible for full benefits, and FLSA exempt. This position works closely with the Marketing and Communications team. They work with department managers to evaluate potential funding opportunities, and they focus on creating development plans that raise public awareness of our work. Requires some evening/weekend work and consistent, reliable access to transportation.

Specific Responsibilities:

DONOR STRATEGY AND STEWARDSHIP (40% of responsibilities)

- Lead the organization in identifying and securing approximately 40% of the budget each year
- In collaboration with the Executive Director, pursue and maintain relationships to build a strong awareness of the Museum's work and accomplishments
- Serve as a credible and informed spokesperson for the Museum in the community
- Provide leadership on the Marketing and Communications team
- Lead annual fund appeals and development of the Annual Report
- Working with the ED, develop a comprehensive strategy and implementation plan to support expansion and diversification of funding streams
- In partnership with program staff, oversee all foundation proposals and grant applications. Ensure timely and accurate reporting
- Manage process for identifying and securing planned gifts/bequests, sponsorships, and business partnerships
- Maintain a working knowledge of local and regional issues and trends impacting natural science literacy and environmental stewardship and funding
- Provide vision and donor strategy for fundraising events including member appreciation events, VIP events, etc. working with program staff to coordinate event logistics
- Manage Museum membership and donation tracking and acknowledgements
- Model a Culture of Philanthropy and provide relevant support and training to colleagues

DEPARTMENT MANAGEMENT (40% of responsibilities)

- Develop and maintain Standard Operating Procedures for donor and member stewardship, and grant tracking
- Ensure sound planning, management, and department accountability
- Oversee the development of timely and accurate foundation requests and reports

- Ensure accuracy, integrity, and effective utilization of constituent databases (Altru, Mailchimp)
- Regularly evaluate internal systems, policies and procedures for efficiency and effectiveness
- Collaborates with the Marketing and Communications team to ensure strong alignment and consistency of messaging for all audiences and potential supporters including community partners, members, volunteers, teachers, and general audiences.
- Lead by example, train and retain a strong staff team with a broad range of skills
- Departmental reporting monthly to the board, with quarterly updates to planned milestones.
- Manage solicitation and stewardship processes for donors and members as assigned, including tracking relevant information, processing gifts, and sending thank you letters

PARTNERSHIPS WITH THE BOARD (20% of responsibilities)

- Report regularly to the Executive Director and Board regarding strategies and outcomes
- Partner with the development committee in establishing annual campaign goals, participation levels, messaging and support of events
- Provide support, education and leadership to Board and volunteers to assist them in their fundraising roles and responsibilities
- Successfully involve the Board in major donor solicitation and fundraising activities
- Create effective lines of communication and linkages between donors, the Board, staff, and volunteers

Essential Requirements:

- A proven track record of attracting and sustaining individual donor, foundation, and corporate support, preferably 3 years in a management position
- Exceptional communication skills - including public speaking, writing, and the ability to effectively represent the Museum throughout the community
- Effective interpersonal skills- team player, down-to-earth, diplomatic, and engaging
- Previous experience with or ability to quickly connect with Santa Cruz County funders and stakeholders who share in the Museum's commitment to natural science education and environmental stewardship
- Strong organizational skills and attention to detail
- Understanding of and commitment to the values, history, and mission of the Museum
- Effectively utilize Microsoft Office Suite, Google Workspace, web-based software, fund development database applications (experience with Blackbaud/Altru helpful), social media, and willingness to learn new systems
- Work occasional nights and weekends as needed to support Board and community events. We offer flexibility to accommodate these obligations
- Access to a personal vehicle and valid CA driver's license, or other means to travel throughout the region
- Pass a background check

Desired Qualifications:

- Background in marketing and communications
- Grant writing
- Ability to attract, develop and retain staff and volunteers, as well as maintain a high level of performance to effectively utilize their talents

Work Environment:

- General office environment with occasional work throughout the Museum's facilities (galleries, conference rooms, and exhibit halls) and outdoors.
- Flexible hybrid work schedule with a minimum of one day on site per week.
- Significant computer and telephone work (repetitive movement – typing).
- Frequent sitting, standing, walking, bending, climbing stairs, with occasional lifting of light loads (20lbs).

Compensation:

Annual salary range \$66,000 - \$80,000. Full benefits include; medical, dental, vision and life insurance; retirement contribution at 2% of annual salary; 20 days of paid time off per year; and 11 paid holidays.

The incumbent must be able to perform each requirement of the position as outlined in the job description. **Essential Requirements** are representative and are essential for satisfactory job performance. The **Work Environment** characteristics are representative of those that may be encountered while on the job. The Museum will make reasonable accommodations to enable individuals with disabilities to perform the essential functions of the position.

Don't meet every single requirement? Studies have shown that women and people of color are less likely to apply for jobs unless they meet every single qualification. The Museum values a diverse and inclusive workplace, so if you are excited about this role but your past experience doesn't align perfectly with all of the responsibilities, we encourage you to apply anyway. You may be just the right candidate for this or other opportunities.

To Apply:

Interested candidates can apply by submitting a cover letter along with a detailed resume to: employment@santacruzmuseum.org with the subject line: **Development Manager**.

Please direct questions relating to this position to Lucy Logsdon employment@santacruzmuseum.org.