

Title	Development and Engagement Manager
Summary	The Manager of Development and Engagement is an important link to our public, our donors and our audiences. This is a fun and demanding role with high community visibility, and therefore, high integrity, responsibility and pursuit of excellence is essential with the ability to work in a congenial and professional manner across the museum platform. The Development and Engagement Manager will be responsible for planning a development strategy and implementing it. Funding the BMMOG's vision, strategy and priorities is primary. This role will provide the support museum operations through building a strong donor base, growing membership, sponsorship, grants, events and public engagement. Bergstrom-Mahler Museum of Glass demonstrates core values that align with our mission to serve our visitors with warm friendly relationships, excellence, competence and integrity among others. The successful candidate will be highly personable and articulate to assist in funding all aspects of BMMOG's operations.
FLSA Status	Salaried Exempt Full Time
Relationships	Reports to: Executive Director Works with Internal: Closely with the Assistant Director, the Executive and Development Assistant and Marketing Manager, in addition to other museum staff to support operational needs. Works with External: major sponsors, donors, museum members, glass collectors, visitors, business community, schools, nonprofits, foundations.
Job Duties	<ol style="list-style-type: none"> 1. Responsible for defining the development strategy and creating a systematic sustainable plan that funds annual operations and special projects supporting the vision of the Executive Director. 2. Manages donor cultivation, stewardship programs and sponsor benefits for individual and corporate donors. 3. Coordinates with the Executive Director and key staff to Identify, cultivate, solicit and steward all gift prospects. 4. Leads the museum and volunteer team to organize special events and fundraisers. 5. Friendraising. With the Executive Director identifies community partnerships that support audience development, community awareness and further financial support. 6. Represents the museum as needed in the community as a relationship builder. 7. This position is the primary grant writer. Identifies grant sources, coordinates BMMOG team to develop program funding and identify beneficial program partnerships, community collaborations and special events. Examples include but are not limited to: Art after Dark, SPARK, senior programs, home schooling, lectures, courses, symposia, films, performances, family days, summer camp, studio programs, teen programs, college programs, community days. 8. Works collaboratively with all museum staff to provide donor cultivation opportunities. 9. Maintains contact with professional development organizations, trends and best practices. 10. Other duties as integrated with the museum mission and needs.
Essential Skills	<p>Education/Training: BA or MA in Art, Art Education, Business, Museum Studies or Nonprofit management.</p> <p>Experience: 2-3 years of professional development experience including grant writing. Demonstrated results in fund development, grant writing. Excellent public speaking, writing, organizational, management skills. Proficient in use of social media and computer skills, proven experience in creating financial support through community engagement and programming. Experience organizing public events, managing multiple events and collaborative projects, budgeting and fund development.</p> <p>Interpersonal: Outstanding interpersonal skills with the ability to work collaboratively and build community relationships. Must have a desire and ability to effectively work with a variety of stakeholders, employees, museum members, volunteers and collectors.</p> <p>Physical: Ability to physically set up events, drive to offsite locations, operate office equipment, lift 40 lbs.</p>
Non-essential Skills	Helpful: photography skills, adobe suite and video production, website updates.
Authority	No direct reports or supervisory duties
Working Environment	Museum environment and community. Participate in meetings and functions on and off site.
Position Measurements	<p>Income generation-operational support for programming is consistent. 45%</p> <p>Donor Cultivation and stewardship-increased donor and sponsor base. 30%</p> <p>Grant Generation: successful expansion of support for existing and new programs. 12%</p> <p>Special Event Program development – increased offerings resulting in more engaged sponsorship. 8%</p> <p>Internal relations – maintains collaborative relationships within the museum group. 5%</p>
Date Created:	7/7/2020
Apply	Open until filled: Send all inquiries with a cover letter, cv/resume and three references to John Timmer, Assistant Director, timmer@bmmglass.com . BMMOG is an equal opportunity employer.