

## Development and Engagement Manager at Bergstrom-Mahler Museum of Glass

Bergstrom-Mahler Museum of Glass is a large fine arts museum with glass-focused programming. It is one of a few American Alliance of Museums accredited institutions in the State of Wisconsin. The museum has stunning glass, including antique paperweights, Germanic drinking glasses and jaw-dropping contemporary glass sculpture. The museum also offers a schedule of temporary glass exhibitions, as well as studio classes in glass for youth and adults.

Bergstrom-Mahler Museum of Glass is committed to ensuring our visitors have a positive experience by creating a friendly, welcoming environment. The museum seeks to build its team with staff who will maintain our standards of integrity, excellence and dedication to our guests and exhibitions.

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 along with leadership and implementing it. Funding the BMMOG's vision, strategy and priorities is primary. This role will provide the support museum operations through building a philanthropic giving program including cultivating a strong donor base, 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.

Salaried Exempt Full Time, some weekends

### Job Duties

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.

Manages donor cultivation, stewardship programs and sponsor benefits for individual and corporate donors.

Coordinates with the Executive Director and key staff to identify, cultivate, solicit and steward all gift prospects.

Leads the museum and volunteer team to organize special events and fundraisers.

Friendraising. With the Executive Director identifies community partnerships that support audience development, community awareness and further financial support.

Represents the museum as needed in the community as a relationship builder.

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.

Works collaboratively with all museum staff to provide donor cultivation opportunities.

Maintains contact with professional development organizations, trends and best practices.

Other duties as integrated with the museum mission and needs.

### Essential Skills

**Education/Training:** BA or MA in Art, Art Education, Business, Museum Studies or Nonprofit management.

**Experience:** 3-4 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.

**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.

**Physical:** Ability to physically set up events, drive to offsite locations, operate office equipment, lift 40 lbs.

### Environment & Working Conditions

Bergstrom-Mahler Museum of Glass is an equal opportunity employer professionally accredited museum by AAM. Staff collaboration is part of the culture. While performing the duties of this job, the employee is required to move

throughout the building and operate a variety of office equipment. Specific vision abilities require close vision, color vision and ability to adjust focus.

### **Position Measurements**

Income Generation – operational support for programming is consistent.

Donor Cultivation and Stewardship – increased donor and sponsor base.

Grant Generation – successful expansion of support for existing and new programs.

Special Event Program development – increased offerings resulting in more engaged sponsorship.

Internal relations – maintains collaborative relationships within the museum group.

Send all inquiries with a cover letter, cv/resume and three references to John Timmer, Assistant Director,  
[timmer@bmmglass.com](mailto:timmer@bmmglass.com)

### **Benefits at Bergstrom-Mahler Museum of Glass**

The following benefits apply to any regularly-scheduled position of 30 hours per week or more at Bergstrom-Mahler Museum of Glass. This is a general listing and not for public distribution. Please refer to the Bergstrom-Mahler Museum of Glass Employee Handbook for specific benefits information and examples.

**Paid Time Off (PTO)** – to be used for vacation, sick, and personal time off

- 15 pro-rated days after 1 year of service, awarded on July 1, first day of the fiscal year. Days are pro-rated according to number of regularly-scheduled weekly hours.
- After first 6 months of service, PTO time will be awarded, pro-rated to number of months remaining in fiscal year.
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**Holiday Pay** – paid holiday leave to observe the following designated holidays: New Year’s Day, Easter Sunday, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving Day, and December 24<sup>th</sup>, 25<sup>th</sup>, and 26<sup>th</sup>. Hours are pro-rated according to number of regularly-scheduled weekly hours.

**401k Retirement Plan** – After 1 year of service and 1,000 hours worked, employees age 21 or over are eligible to enter plan on next entry date of January 1 or July 1. The museum’s safe harbor matching contribution will be a 100% (dollar-for-dollar) matching contribution on salary deferrals up to 3% of compensation plus a 50% matching contribution on any additional salary deferrals above 3% up to 5% of compensation.

**Health Insurance** – employee health insurance covered at 75% premium by museum/ 25% by employee. Extension of coverage to family 50% premium by museum/ 50% by employee. Eligible for coverage on 1<sup>st</sup> of month following 30 days of service.

**Life and Disability Insurance** – eligible for coverage on 1<sup>st</sup> of month following 30 days of service

**Museum Membership** – includes discounts in shop and classes. Also includes North American Reciprocal Museum (NARM) Association membership

**Bereavement Leave** – A maximum of three consecutive days of paid bereavement leave, as needed, may be granted in the event of death of an immediate family member. One day of paid bereavement leave may be granted in the event of death of other relatives for the funeral.

**Associated Bank:** Through a partnership with Associated Bank, museum employees can enjoy “Bank at Work” financial webinars and also bank account benefits.