Development Manager at Bergstrom-Mahler Museum of Glass

Noted as one of the top 5 glass museums in the United States, Bergstrom-Mahler Museum of Glass is located on the shore of scenic Lake Winnebago in Neenah, Wisconsin. Accredited by American Alliance of Museums since 1974, the Museum provides extraordinary glass experiences to spark fun, kindle creativity and illuminate learning for all. It has over 5,000 works in its collection including the largest public paperweight collection in the world in addition to contemporary glass, Germanic vessels and Victorian glass baskets. The Museum has a thriving schedule of exhibitions and programs, teaches over 100 studio classes a year, and has a Museum Shop that features glass art from around the globe. The Museum is admission free. The museum seeks to build its team with staff who maintain our standards of integrity, excellence and dedication to our guests and mission.

The Development Manager 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 are essential along with the ability to work in a congenial and professional manner across the museum platform. The Development Manager will be responsible for planning a fundraising strategy and implementing it. Funding BMMOG's vision, mission and strategic plan is primary. This role provides the support of museum operations by building a philanthropic giving program including cultivating a strong donor base, membership, sponsorship, and grants. 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 personable and articulate to assist in funding all aspects of BMMOG's operations.

Salaried Exempt Full Time at $51,000 – 55,000/yr., some weekends and evenings.

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 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 the Membership Coordinator to cultivate membership and process memberships as needed.
Works collaboratively with all museum staff to provide donor cultivation opportunities.
Maintains contact with professional development organizations, trends and best practices.
Employs a high level of organization and record keeping using CRM software, Excel and other software systems.
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 and grant writing. Excellent public speaking, writing, organizational, and 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, and operate office equipment.

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

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 exhaustive. 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 days of paid time off in each fiscal year.
- Increase in number of days at five, ten, and twenty years of service.

Holiday Pay – 12 paid holidays to observe the following designated holidays: Your Birthday, New Year's Day, MLK Day, Easter Sunday, Memorial Day, Juneteenth, July 4th, Labor Day, Thanksgiving Day, and December 24th, 25th, and 26th.

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 1st of month following 30 days of service.

Dental and Vision Insurance – premium 100% by employee, eligible for coverage on 1st of month following 30 days of service

Life and Disability Insurance – eligible for coverage on 1st 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 partnerships with Associated Bank and Horicon Bank, museum employees can enjoy "Bank at Work" financial webinars and also bank account benefits.