



POSITION ANNOUNCEMENT Development Manager

Position Summary:

Do you want to be actively engaged in your community? Are you passionate about doing what you love and connecting with others who have the same passion? Find your place at the Chippewa Valley Museum as the museum's Development Manager. Use your energy, curiosity, and enthusiasm to connect and inspire people to be part of collecting, preserving, and sharing Chippewa Valley's history and culture. An upcoming merger with nearby Wisconsin Logging Museum means you will be at the forefront of envisioning and realizing a new future for the museum. By working closely with the Executive Director and Museum Board, you will help take the Chippewa Valley Museum to a new level of sustainability.

Essential Duties and Responsibilities:

Fund Development (90%)

- Understand and communicate the Chippewa Valley Museum's values, mission, capital and operating needs, programs, and services in order to engage potential donors and sponsors.
- Foster a culture of philanthropy through relationship-building
- Evaluate the culture of philanthropy in the community and organization to implement short- and long-range fund development plans
- Expand corporate sponsorship program
- Oversee day-to-day operations of development functions
- Create and coordinate special donor and sponsor stewardship events
- Develop special fundraising events and campaigns

Operations/Other (10%)

- Supervise weekend building operations on rotation, as assigned.

Qualifications:

- *Required:* Clear written and oral communication and active listening.
- *Required:* Bachelor's degree from an accredited college or university or three years equivalent experience.
- *Required:* Demonstrated success in development.
- *Required:* Flexibility, dependability, energy, and empathy
- *Preferred:* Knowledge of local philanthropy and/or business community.
- *Desirable:* Experience working in a museum or cultural arts organization.

Schedule: Anticipated start date December 5, 2022

Compensation: \$44,000 - \$50,000. Actual rate depends on preparation and experience.

HOW TO APPLY: Email cover letter, resume, and references to searchcommittee@cvmuseum.com with your name in the subject line. Application review begins November 14. Position open until filled. Request a **complete job description** from searchcommittee@cvmuseum.com.

Position Summary [web]:

Do you want to be actively engaged in your community? Are you passionate about doing what you love and connecting with others who have the same passion? Find your place at the Chippewa Valley Museum.

If you are an energetic, enthusiastic, people-person, apply now to become the Chippewa Valley Museum's Development Manager. In this role you will build relationships with businesses, individuals, and community leaders to advance the museum's mission to connect people to the community and inspire curiosity. An upcoming merger with nearby Wisconsin Logging Museum means you will be at the forefront of envisioning and realizing a new future for the museum. By working closely with the Executive Director and Museum Board, you will help take the Chippewa Valley Museum to a new level of sustainability.

Learn more and how to apply by downloading the full position announcement.

Application review begins November 2 and position starts as soon as possible.