



POSITION ANNOUNCEMENT

Development Manager

Position Summary:

The Chippewa Valley Museum has preserved thousands of local stories. We're looking for a passionate, locally engaged Development Manager who can tell our story and develop relationships with businesses and individual donors. This new, full-time, permanent position requires energy, enthusiasm for the community, and a desire to be a part of Eau Claire's cultural renaissance. By working closely with the Executive Director and Museum Board, the Development Manager will help take the Chippewa Valley Museum to a new level of sustainability.

Essential Duties and Responsibilities:

Fund Development (70%)

- Build corporate sponsorship program
- Maintain donor database
- Become familiar with museum's mission, capital needs, and programs to engage potential donors and sponsors
- Assist in membership development

Special Events (20%)

- Create and coordinate special donor and sponsor stewardship events
- Assist in special fundraising events

Operations/Other (10%)

- Supervise weekend building operations on rotation, as assigned.

Qualifications:

- *Required:* Excellent written, oral, and visual communication skills
- *Required:* Excellent interpersonal skills.
- *Required:* Bachelor's degree from an accredited college or university or three years equivalent experience.
- *Required:* Demonstrated success in development.
- *Preferred:* Knowledge of local philanthropy and/or business community.
- *Desirable:* Experience in community and public relations or marketing in a nonprofit environment.
- *Desirable:* Experience working in a museum or cultural arts organization.

Schedule: Anticipated start date January 6, 2020

Compensation: \$43,000 - \$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 11. Request a complete job description from searchcommittee@cvmuseum.com.