# Development Manager

This is a general description, and the specific duties and qualifications may vary depending on the museum’s specific needs. It’s always a good idea to tailor the position description to fit the unique requirements of your museum.

**Position Title:** Development Manager

**Reports to:** Development Director/Museum Director

**Potential Staff Reporting to this Position:** Development Coordinator and Volunteers

**Job Description**

The development manager supports the development director in all aspects of the museum’s annual plan and activities to achieve fundraising and development goals. These activities include donor relations, grant writing, event planning, and administrative tasks.

**Responsibilities:**

* **Donor Relations:** Cultivating and maintaining relationships with potential and current donors.
* **Grant Writing:** Identifying grant opportunities and writing grant proposals.
* **Lead Generation: Identifying prospective sponsors, donors, and funding partners to expand the organization's financial support base.**
* **Event Planning:** Collaborating on the planning and execution of fundraising and community-building events.
* **Administrative Support:** Completing administrative tasks such as correspondence, record keeping, and management of the fundraising database.

**Qualifications:**

* Progressive experience in fundraising, grant writing, event planning, or a similar activity.
* Strong verbal and written communication skills.
* A detail-oriented individual with strong organizational skills.
* Ability to work independently.
* Ability to build and maintain relationships with a wide range of stakeholders.
* A degree in business, marketing, nonprofit management, or a related field may be beneficial but is not always necessary.

(Note: Some museums include a statement under the qualifications section encouraging all to apply to incentivize a more diverse set of candidates. Here is an example from the Adventure Science Center in Nashville, TN: “While we’ve listed our ideal qualifications, we value individual competence, experience, and enthusiasm for our mission. We encourage all who think they are a good match for the role to apply.”)

## Skills

Consider the following set of essential skills for a development manager. Even without direct experience in a similar position, someone could accomplish a development manager’s tasks by leveraging the following skills:

1. **Collaboration & Communication:** Fostering a culture of philanthropy across all departments, ensuring every staff member understands and embraces their role in fundraising and revenue generation. Producing and formatting clear, concise, and persuasive documents, presentations, and reports. Crafting focused and powerful grant proposals; managing reporting requirements for foundations and government agencies; communicating the museum’s impact and vision through compelling narratives to inspire support.
2. **Problem-Solving:** Addressing challenges creatively, especially in limited-resource environments. Brainstorming solutions with others and implementing next steps.
3. **Technical Proficiency:** Exhibiting proficiency with donor management software (e.g., Raiser’s Edge, Salesforce) to track and analyze donor data.
4. **Interpersonal Skills:** Listening, building, and navigating complex relationships with donors, sponsors, and institutional partners. Understanding and promoting diverse cultural and historical narratives.
5. **Attention to Detail:** Creating and managing budgets for development projects and campaigns. Overseeing fundraising galas, donor receptions, and other events; collaborating with sponsors and vendors.
6. **Practical Application:** Setting and evaluating fundraising goals. Developing key performance indicators.
7. **Time Management:** Balancing multiple deadlines and priorities. Organizing and managing large-scale and multichannel fundraising endeavors.
8. **Adaptability:** Navigating the dynamic and evolving funding landscape. Demonstrating a familiarity with exhibit planning, education programs, and visitor engagement.
9. **Critical Thinking:** Developing long-term development strategies aligned with the museum’s mission and goals. Ability to identify trends in philanthropy and adjust strategies to match donor priorities.
10. **Leadership:** Supervising other development staff and volunteers. Exhibiting deep understanding of the museum’s mission, collections, and educational goals as well as an ability to connect them with current funding opportunities.