



## DEVELOPMENT MANAGER

The Manitoba Museum, a not-for-profit institution, is Manitoba's largest heritage centre and number one paid tourist attraction with over 300,000 on-site visitors annually, including 80,000 students. We uniquely combine human and natural history themes, multidimensional interpretation, science, and astronomy education with quality school and community programs, special events and exhibits. We are pleased to announce we have an opening for a Development Manager in our Development Division.

The detailed job description is below.

Applications will be accepted until February 6, 2026. Interested applicants may forward a résumé and cover letter to:

Director of Human Resources  
The Manitoba Museum  
190 Rupert Avenue  
Winnipeg, MB R3B 0N2  
Fax: (204) 942-3679  
Email: [hr@manitobamuseum.ca](mailto:hr@manitobamuseum.ca)

**A virtual information session for this opportunity will be on February 1, 2026, at 2:00 p.m. To join this meeting, please email [cdahl@manitobamuseum.ca](mailto:cdahl@manitobamuseum.ca) for the meeting link.**

*The Manitoba Museum is committed to inclusion and employment equity and welcomes diversity in the workplace. The Manitoba Museum recognizes the importance of building a workforce reflective of the visitors it serves. Therefore, the Manitoba Museum supports equitable employment practices and promotes representation of designated groups (women, Indigenous people, persons with disabilities, visible minorities).*

*Employment Equity is a factor in selection for this position. Consideration will be given to Indigenous people, visible minorities and persons with disabilities. All applicants are encouraged to self-identify if they are members of the designated groups (women, Indigenous people, persons with disabilities, visible minorities) in their application. This document is available in other formats and accommodations will be provided throughout the selection process upon request. Contact Human Resources at 204-956-2830 if you have an accommodation request.*

*We thank all applicants for their interest; however, only those being considered for interviews will be contacted. We are not able to acknowledge receipt of applications submitted via Fax or mail.*

<b>DEVELOPMENT MANAGER</b>
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**JOB DESCRIPTION:****Pay Group 6****1. General**

Reporting to the Director of Development, the incumbent is responsible for implementing and advancing the Museum's fundraising strategy. The incumbent focuses on leading the annual fundraising event, managing a portfolio of individual and corporate donors and sponsors, and supporting donor engagement and stewardship. The Development Manager ensures that fundraising initiatives are executed effectively and that donor relationships are nurtured to maximize philanthropic impact.

Criminal record and child abuse checks will be required of the successful candidate.

**2. Key Accountabilities & Typical Duties****A. Priority 1 – Donor Engagement & Portfolio Management**

Deepen donor relationships to increase engagement, retention, and revenue growth across individual and corporate portfolios.

- i. Manage a portfolio of individual and corporate donors and sponsors, including cultivation, solicitation, and stewardship.
- ii. Build and maintain strong, long-term relationships with donors to the Museum, ensuring personalized communication, timely acknowledgment, and appropriate recognition.
- iii. Support strategies for multi-year giving and legacy donor engagement in coordination with the Director of Development.

**B. Priority 2 – Annual Event Fundraising**

Deliver successful fundraising events that achieve or exceed revenue, participation, and engagement targets.

- i. Lead the planning, coordination, and execution of the Museum's signature annual event in partnership with the Director of Development and internal teams.
- ii. Drive sponsorship solicitation, ticket sales, and donor recognition opportunities associated with the gala.
- iii. Collaborate with the Director to set financial, attendance, and engagement goals for the event.
- iv. Ensure cohesive alignment of the signature event with other fundraising initiatives and Museum priorities.
- v. Support fundraising opportunities within museum-wide events.

**C. Priority 3 – Fundraising Campaign & Initiative Support**

Support the successful execution of campaigns that meet fundraising targets, expand donor participation, and advance institutional priorities.

- i. Assist in implementing annual fundraising campaigns, special initiatives, and capital campaigns.
- ii. Prepare proposals, solicitation materials, and donor reports to support fundraising efforts.
- iii. Track campaign progress, donor engagement metrics, and fundraising results, providing regular updates to the Director.

**D. Priority 4 – Prospect Management & Research Support**

Strengthen the donor pipeline through accurate data management, proactive research, and efficient tracking of donor movement.

- i. Maintain and update donor and prospect records daily in collaboration with the Development Coordinator to ensure data integrity.
- ii. Track prospect engagement and progress in the moves management process through Raisers Edge.
- iii. Conduct research to identify new prospective donors and sponsors.

**E. Priority 5 – Team Support & Collaboration**

Enhance team efficiency and cross-departmental collaboration to support consistent, museum-aligned donor communication and engagement.

- i. Collaborate with all departments to ensure Museum staff are aware of fundraising initiatives and how their department impacts Museum supporters. Keep up to date with plans to ensure an accurate and timely knowledge sharing with donors.
- ii. Support the Director in implementing policies, procedures, and best practices to enhance team efficiency.
- iii. Provide mentorship and training to development staff as directed.

**F. Priority 6 – Reporting & Administrative Support**

Maintain accurate, timely reporting and efficient administrative systems that support decision-making and fiscal accountability.

- i. Prepare reports, briefing notes, and donor impact updates for the Director, CEO, and Board as required.
- ii. Monitor campaign and event budgets in coordination with the Director of Development and the Finance team.
- iii. Assist in the preparation of presentations and materials for internal and external stakeholders.

**G. Perform other duties as reasonably assigned**

Contribute to Museum-wide success and visibility through active participation in institutional initiatives and public engagement.

- i. Participate in Museum events and activities as required.
- ii. Perform other duties as reasonably assigned by the Director of Development.

**MINIMUM REQUIRED QUALIFICATIONS:**

**1. Skills, Abilities and Knowledge**

- i. Development/Fundraising: Demonstrated experience supporting fundraising programs for a non-profit organization, with success managing donor and sponsor relationships and contributing to fundraising growth.
- ii. Project Coordination: Experience organizing and delivering fundraising events or campaigns, meeting deadlines, and tracking progress toward established goals.
- iii. Initiative & Relationship Building: Proactive and personable, with the ability to engage donors and sponsors, strengthen relationships, and act as an ambassador for the Museum. Passion for community engagement and inspiring change.
- iv. Communication: Strong written and verbal communication skills; able to prepare compelling proposals, donor communications, and stewardship materials. Comfortable speaking on the phone and in person to donors.

- v. Collaboration: Team-oriented and effective at working across departments and with volunteers to achieve shared fundraising outcomes.
- vi. Problem-Solving: Able to assess situations, identify solutions, and implement improvements efficiently.
- vii. Knowledge of Museum operations or the arts and culture sector is considered an asset.
- viii. Ability to perform an occasional activity where standing and lifting objects up to 10 kg. is required.

## 2. Education, Training and Experience

- i. Post-secondary education in fundraising, community development, communications, business, or related fields.
- ii. Minimum of 5 years of experience in a development or fundraising role, ideally within a non-profit or cultural organization,
- iii. Proven success coordinating events, managing donor or sponsor portfolios, and meeting fundraising targets,
- iv. Completion of the Certified Fund-Raising Executive (CFRE) designation process is considered an asset,
- v. Experience using Raiser's Edge or similar donor management software, or
- vi. An equivalent combination of education and experience.

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This is a permanent full-time position commencing as soon as possible. The incumbent will report to the Director of Development. The salary range is \$55,424.49 to 66,179.68 per annum, depending on experience.

Applications will be received until February 6, 2026, at 4:30 pm. Please submit your cover letter and resume to:

**Director of Human Resources  
The Manitoba Museum  
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Winnipeg, Manitoba R3B 0N2  
[hr@manitobamuseum.ca](mailto:hr@manitobamuseum.ca)**

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