



NATIONAL MUSEUM OF THE MIGHTY EIGHTH AIR FORCE

THEY SAVED THE WORLD, WE SAVE THEIR STORIES

JOB TITLE: Development Manager

REPORTS TO: President/CEO

JOB SUMMARY: This middle management position is responsible for the development and implementation of the museum's membership and annual fund programs; some data entry, to include maintenance of donor files, is required.

DUTIES AND RESPONSIBILITIES:

- Develop, implement and manage membership programs and initiatives;
- Develop, implement and manage annual fund programs;
- Develop and manage Development Department's annual operating budget;
- Record contributions (membership, annual fund, special initiatives) in the museum's donor data base;
- Prepare reports for Director of Finance and CEO;
- Manage the museum's Memorial Garden plaque and brick program; and
- Perform all other duties as assigned.

QUALIFICATIONS:

- B.A. in non-profit management, museum studies, public history, history or related subject;
- Minimum of two years in development work with a museum or cultural organization;
- Excellent oral and written communication skills;
- Experience with fundraising software and Microsoft Office Suite;
- Able to excel in the workplace with minimal supervision.

STATUS: Full-time, with benefits

SALARY: Competitive

Position is available immediately and is an excellent opportunity for an individual desiring to advance his/her career in development.

CLOSING DATE: November 22, 2019

Please send resume, cover letter and list of references to Pam Vining, Director of Finance and Human Resources, at pvining@mightyeighth.org

No telephone calls, please.