

Position Title: Development & Communications Manager

Organization: Theodore Roosevelt Inaugural Site Foundation (TR Site)

AFP WNY Post Date: May 6, 2019

Reports to: Executive Director

Salary Range: \$15.86 to \$18.27 per hour / \$33,000 - \$38,000 annually

Status: Non-Exempt

Opens: April 17, 2019

Closes: May 24, 2019

Start Date: As soon as possible

The Theodore Roosevelt Inaugural Site Foundation (TR Site), a not-for-profit organization located in Buffalo, NY, is seeking a full-time individual to manage the development and communications functions to ensure the TR Site has the financial capacity to meet its core mission and evolving goals.

The TR Site preserves the private home where Theodore Roosevelt became the 26th President of the United States in 1901. It attracts a national and international audience and ranks in the Top 10 of "Things to Do" in Buffalo, according to TripAdvisor.com. The TR Site is a unit of the National Park Service, the only NPS location in Western New York. Since its inception, the Site has been managed by a local board of trustees, the Theodore Roosevelt Inaugural Site Foundation, through a cooperative agreement with NPS. The NPS and TR Site Foundation share in operating costs, with the Foundation raising its portion in the local community.

DUTIES AND RESPONSIBILITIES

Reporting directly to the Executive Director, the Manager of Development & Communications will be responsible for:

1. Annual Operational Fundraising

- Oversee accounting of all annual fundraising activities and events, in conjunction with the Executive Director
- Working with metrics determined by the Executive Director, expand the overall number of donors to the TR Site annually through gifts and memberships
- Assist in creating a dynamic and targeted calendar of special events that meets the needs of a diverse community, supports the annual budget, and strives to grow at a percentage determined at the beginning of the fiscal year by the Board of Trustees and the Executive Director
- Assist in generating sponsorships to support educational and public programming as well as major special events, in conjunction with the Executive Director

2. Membership Growth

- Working with metrics determined by the Executive Director prior to the beginning of every fiscal year, retain and grow the general membership of the TR Site, and increase the overall revenue from membership as well
- Work with the Executive Director and other Museum staff to maintain a detailed membership database for ongoing TR Site use

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3. Long-term Planning for the TR Site

- Working with the Executive Director, secure grants to support all of the TR Site's long-term goals
- Assist in the development and implementation of long-term giving and endowment giving efforts, in conjunction with the Executive Director, to ensure long-term solvency

4. Communications/Marketing

- Participate in development of the TR Site's strategic marketing plan
- Manage web content and make necessary updates regularly
- Oversee creation and distribution of monthly e-newsletter
- Maintain active social networking presence
- Manage promotion process for major TR Site programs (including Tuesday Nite @ the Site); with the Executive Director, maintain contacts with media representatives
- Oversee the design and dissemination of all development materials
- With the Executive Director and Deputy Director, establish and maintain partnerships with community organizations and businesses to support the TR Site's mission

5. Public Programming

- Assist with planning and implementation of Tuesday Nite @ the Site and other public programs

GENERAL REQUIREMENTS

Bachelor's degree in relevant field, or equivalent education/experience. Preference will be given to candidates with a long-term interest in history, historic preservation, fundraising, marketing, and/or non-profit management. The Development & Communications Manager must be an exceptionally organized, detail-oriented self-starter who is personable and has outstanding written and verbal communication skills. She or he must have the ability to multi-task and adjust to seasonal or event-related fluctuations in workload. Proficiency with Microsoft Word and Excel is required. Knowledge of fundraising database and desktop publishing programs is a plus. As with all employees, the Development & Communications Manager is expected to contribute to a culture based upon respect, teamwork, and collaboration.

REPORTING & OTHER DETAILS

The Development & Communications Manager reports to the Executive Director. Other responsibilities may be required by the Executive Director or the Board of Trustees to fulfill the mission and goals of the organization. This is a full-time position which will include periodic evening and weekend work. Benefits include paid holidays, PTO time, a \$3,250 stipend for health insurance or a retirement program, and onsite parking. Compensation rate will be determined by experience and qualifications.

Deadline to apply: Friday, May 24, 2019

Please send the following materials via email to Ms. Lenora Henson, lhenson@trsitemuseum.org:

- Cover letter
- Resume
- Three references

The Theodore Roosevelt Inaugural Site Foundation provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state, and local laws.