



Position Title: Manager of The Fund (development)

Department: Marketing

Supervisor: Director of Marketing

Position Type: Full-time, exempt

Salary Range: \$65,000-\$80,000

Commitment: We are in the people business and in-person interactions are a priority for our organization. This position requires you be in-office 5 days per week with the exception of days that you are traveling to visit constituents throughout New England. Our work hours are generally 9am-5pm, however the nature of this work often requires a varied, flexible schedule that allows you to balance life commitments with early morning, evening, and some weekend work time.

Position Summary

The Eastern States Exposition is seeking a dynamic Manager of The Fund who will engage with our mission to both raise grant and donor funds. The Manager of The Fund will be responsible for grant writing on a large scale for restoration of buildings built between 1767-1930 as well as smaller cultural grants to enhance our educational mission through Storowton Village Museum. The Manager will oversee a fundraising database, create and execute an annual, major and planned gifts fundraising plan, and manage the relationships of 125-150 Eastern States Exposition trustees from all over New England. This position requires travel to personally meet with prospects, develop meaningful relationships and execute annual plans of strategic engagement for each prospect. The Manager of The Fund will work collaboratively with colleagues throughout ESE including senior administrators, executive board members, trustees, vendors, and other potential interested parties.

Tasked with representing ESE to our potential donor population it is imperative that this person be adept at inspiring the respect and confidence of the executive, trustee and volunteer leadership of the organization. Strong communication and interpersonal skills are essential. The position requires a results-oriented individual with strong personal integrity and knowledge of and commitment to the mission of the ESE and its role in the New England economy. The ideal candidate will have deep roots with the Eastern States Exposition and a clear understanding of western Massachusetts, businesses in Western Mass, and have connections that would be interested in supporting the agricultural mission of the Eastern States Exposition.

Position Responsibilities:

- Develop, implement and manage all fund-raising efforts.
- Partner with other staff in the Marketing Department to capitalize on storytelling efforts to truly capture the mission and vision of the Eastern States Exposition that resonates with each audience being solicited.
- Seek grants and collaborate with necessary parties to write and submit grants. Manage grants once received.
- Increase donations annually.
- Manage the experience of all donors, from cultivation through stewardship.
- Develop and implement fundraising and stewardship events.
- Assist and advise President, board members and senior staff on fundraising matters.
- Broaden the audience of supporters. Establish relationships with new constituencies.
- Work with all ESE departments to identify funding needs and opportunities.
- Assist President as needed with governmental and community relations.
- Maintain development database and reconcile all information with Finance Department.
- Record and acknowledge all gifts.

Minimum qualifications:

- Bachelor's degree in communication, business or other relevant course of study.
- 5-7 years fundraising or related experience, with a preference for a candidate with a proven track record in closing major planned gifts for a non-profit organization.
- Valid driver's license and ability to travel regularly throughout New England.
- Excellent oral and written communication skills; empathetic; good listener.
- Results-oriented and proactive with sound judgment and intuition.
- Proven organization skills.
- Experience with event planning and promotion preferred.
- Demonstrated computer competency in a Windows environment and ability to learn new systems as applicable.
- Ability to climb stairs and walk our 174-acre property regularly throughout the 17 days of the fair.
- Ability to lift or move objects weighing 25 lbs.
- Flexibility, enthusiasm, and a sense of humor a must!

To Apply

Please fill out our online application form - <https://tinyurl.com/JobsESE>. Include a resume and cover letter that outlines your qualifications for this role. Questions regarding the application process can be addressed to employment@TheBigE.com. Positions are open until filled.