

## Job Description –Development Officer

**Position Title:** Development Officer

**Reports To:** Executive Director

**Location:** Lancaster, PA

**Employment Status:** Full-time, Exempt (not eligible for overtime)

### About Us

The Demuth Museum of Art's mission is to preserve and promote the groundbreaking work of American Modern artist Charles Demuth; showcase the work of local, national, and international artists to the Lancaster community; and inspires new generations through its programs. The collections, exhibitions, educational programs, and public initiatives of our multiple facilities foster creativity and appreciation of art and artists.

The Demuth takes pride in our collaborative culture, creativity, and shared commitment to making the arts a vibrant and accessible part of community life.

We believe deeply in the power of the visual arts to spark connection, foster belonging, and strengthen community. Guided by our organization strategic focus areas of **organizational identity, exhibitions and collections, facilities, organizational sustainability, and education**, we are entering an exciting chapter of growth and impact. As we advance these priorities, we are seeking a dynamic, motivated Development Officer to join the Demuth Museum of Art team. This is a unique opportunity for a development professional to take ownership of development initiatives, grow in leadership, and receive personalized mentorship to support professional success.

### Position Summary

The **Development Officer** will be responsible for creating and leading fundraising strategies that ensure the sustainability and growth of the Demuth Museum of Art. As a central member of our small team, this individual will guide donor development and engagement, community partnerships, brand messaging, and help build a culture of giving. This includes fundraising campaigns, special events, and grant development.

Applications are encouraged from those with varied backgrounds in the areas of fundraising, communications, special events planning. The successful candidate will receive mentorship and support from the Executive Director and a senior volunteer mentor with extensive fundraising experience, creating a rich environment for professional growth and learning.

This is a highly visible role where your creativity, initiative, and deep interest in the visual arts and their role in building community will directly shape the future of our organization.

## Key Responsibilities

- **Fundraising Strategy & Execution**
  - Develop and implement annual fundraising strategy and plan, including individual giving, corporate sponsorships, special events, and grants.
  - Support the Executive Director and Board on major donor cultivation and stewardship.
  - Develop and implement a major gifts strategy that excites high end donors and the larger community about important forthcoming exhibitions, acquisitions, educational programs, and capital projects.
- **Donor Relations**
  - Build and nurture strong relationships with donors, community partners, and stakeholders.
  - Identify potential donors, foundations, and city and state funders to expand donor base.
  - Maintain donor database and support gift acknowledgment and stewardship processes.
- **Grant Writing & Management**
  - In partnership with Executive Director, research, write, and manage grant proposals and reporting.
  - Track deadlines and ensure compliance with funder requirements.
- **Events & Campaigns**
  - Plan and execute creative fundraising campaigns and events that engage the community.
  - Collaborate with staff to integrate fundraising into programming and outreach initiatives.
- **Communications & Storytelling**
  - Partner with colleagues to highlight impact stories across newsletters, social media, and donor materials.
  - Ensure consistent, compelling messaging that reflects our mission and inspires giving.

## Minimum Qualifications

We are most interested in potential, deep interest in the visual arts, passion for and a commitment to the arts and nonprofit work. We encourage applicants who may not meet every qualification to apply.

- 1–3 years of relevant experience (fundraising, development, marketing, arts administration, nonprofit work, or related field).
- Strong written and verbal communication skills.
- Demonstrated passion for the visual arts and the power of the arts to build community and connection.
- Ability to build relationships and inspire others through strategic storytelling.
- Organized, self-motivated, and able to manage multiple projects.
- A collaborative spirit with enthusiasm for working in a small team.
- Proficient with technology and willingness to learn donor database tools.

## What We Offer

- **Mentorship & Growth:** You'll be paired with a senior development mentor and receive ongoing coaching and professional development opportunities.
- **Impact:** Your work will directly influence the growth and sustainability of a community arts organization.
- **Collaboration:** Join a passionate, supportive, and creative team where your ideas are welcomed.
- **Compensation/Benefits:** This is a full-time, exempt position (not eligible for overtime). Salary offer will be based on factors including, but not limited to professional experience, competencies, and educational background. The annual salary is \$50,000-60,000. Benefits include:
  - Retirement Savings Plan
  - Health Reimbursement Account (HRA)
  - Paid Time Off (vacation and sick)
  - 12 Paid Holidays

## Physical Requirements

This role requires participation in both event-related physical activities and office-based work. Employee must be able to:

- Sit for extended periods of time while working at a computer
- Push, pull, or lift objects up to 50 pounds
- Stand for extended periods, including during event set-up and tear-down
- Assist with event set-up and tear-down, including moving furniture, equipment, and supplies

## Other Requirements

- Valid driver's license and access to a reliable vehicle (required for attending off-site meetings, meeting with donor candidates, transporting supplies, and supporting community events)
- Employment is contingent upon successful completion of a background check

## How to Apply

Priority review will be given to applications received between October 10, 2025, and October 31, 2025. A complete application includes:

- Resume
- Cover letter
- In one essay of 250 words or less, a response to the following prompt:
  - Art has the power to connect people and strengthen community. Success in the role of Development Officer at the Demuth Museum of Art requires strong communication and

relationship building skills, comfort with donor engagement, and enthusiasm for advancing the arts.

- **WRITING PROMPT:** Please describe a time when you engaged others around a cause or organization you care about. Share how you built relationships and encouraged support, including how you approached conversations about giving. Connect your experience to your interest in art or community enrichment.
- Complete your application by submitting the 3 documents above to:  
[employment@demuth.org](mailto:employment@demuth.org)

## **Equal Employment Opportunity (EEO) Statement**

The Demuth Foundation is an equal opportunity employer. We are committed to creating an inclusive environment for all employees. We do not discriminate based on race, color, religion, sex, gender identity or expression, sexual orientation, national origin, age, disability, veteran status, or any other protected status under applicable laws.