DONOR ENGAGEMENT MANAGER

Position Description
Reports to: Executive Director

Our Mission: “History happens here. The Museum of Boulder showcases inclusive community stories, preserves them for the future, and inspires all of us to effect positive change.”

The Museum of Boulder, 501(c)3 non profit organization, was founded as “The Boulder Historical Society” (BHS) in 1944. It collected artifacts from the history of Boulder Valley’s original pioneer settlers. Over time, the Museum’s Collection has grown to over 44,000 artifacts and over 700,000 photographs and archival materials. Originally, the organization was known as “The Boulder Historical Museum” and operated out of the Harbeck House in the University Hill neighborhood of Boulder. The historic house presented as a traditional history house museum, but limited the scope and size of both programs and exhibits. In the early 2000s, the Board focused on finding a new, permanent home. In 2015, it purchased and remodeled a historic structure that became the organization’s new, larger permanent home in downtown Boulder. The renamed “Museum of Boulder”, opened its doors in May of 2018. The 2020 Strategic Plan updated the mission, vision, and values of the organization. These recognize the Museum’s pioneer roots, while expanding its previously limited scope of storytelling and collecting. The Museum now partners with a broad base of communities and organizations to present a more complete interpretation of Boulder’s history. We are proud to say that our efforts have led us to become a leading, responsive, inclusive cultural force within the Boulder and metro Denver region.

The Museum’s Strategic Plan focuses on three goals:

- Achieving Financial Health and Sustainability
- Strengthening and Improving the Management of the Collection
- Investing in Relevance: Transforming the Museum into a Vital Community Resource

We find ourselves at an exciting, challenging, and dynamic time in the Museum’s and Boulder’s history. We are confident that the next several years present tremendous opportunities for the organization, Staff and Board.

For a deeper overview of the Museum, see www.museumofboulder.org: view exhibits, programming, Board, staff, Annual Reports and our recent media presence.

The Position:

The Museum of Boulder is seeking a Donor Engagement Manager. This person’s highest priority and responsibility will be achieving a significant annual fundraising goal developed collaboratively with the Museum’s leadership. This Manager will engage individuals, corporations, regional businesses, and other entities on behalf of the Museum.

We are looking for a seasoned professional with a demonstrated history of successfully developing relationships and raising major gifts from the Boulder and metro Denver community. The Donor Engagement Manager will play a critical role in increasing donor support and will act as an ambassador for the Museum of Boulder across the region. Museum or other cultural organization experience is ideal, but not required.

Essential Functions and Responsibilities will include:

- Cultivate and steward relationships with existing donors to increase overall retention and giving levels
- Identify new, potentially significant individual, corporate, and foundation donors
- Initiate face-to-face solicitations with donors and other funders in coordination with the Executive Director
- Work with the Executive Director and Board members to refine the Museum’s development strategy
- Manage relationships between donors and others on the Board and Staff
- Oversee the annual appeal campaign
- Work with the Executive Director and select Board members to create the Museum’s first planned giving program
- Create and maintain a portfolio of major gift prospects and current donors capable of increased giving
- Collaborate with Staff to relaunch the sustaining gift campaign
- Meet frequently with the Board, Executive, and Finance Committees
The Museum has a small staff, drive full time and seven part time members. Administrative support is limited and team collaboration is essential.

Qualifications:

- Six or more years of proven professional nonprofit experience developing and implementing a major gifts program as part of broader successful fundraising efforts
- Established record of networking with community stakeholders, businesses and leaders in the Boulder and metro Denver region
- Demonstrated success in creating, managing, and strengthening relationships with multiple donor sources
- Knowledge of a broad base of fundraising principles and best practices for ethical fundraising
- Excellent writing, speaking, organizational, and presentation skills
- Ability to work both independently and collaboratively with a team, as projects require
- Positive attitude and enjoyment of working with a range of stakeholders, including community leaders, high-level corporate, and government officials
- Willingness and ability to work evenings and weekends, as events and deadlines require
- Valid driver’s license/identification and the use of a personal vehicle
- Bachelor’s degree required, graduate degree or fundraising certification preferred

Work Environment:

- The Museum of Boulder strives to provide a work environment that encourages professional excellence, fosters productive and cooperative working relationships, and is conducive to the personal and professional growth of its employees.
- Each employee demonstrates a commitment to the mission, vision, and values of the Museum.
- Each employee is a valued member of a team that works together to provide quality products, services and commits to abide by the Museum’s Team Value and Expectations.
- This position operates both in a large museum and gallery space, as well as in a professional office environment. The Museum follows all current recommended public health guidance regarding COVID-19 and encourages, but does not require the public to mask. All current staff are fully vaccinated.
- Travel to other sites in the Boulder or Denver Metro region may be required.
- The Museum is a smoke and drug free environment.
- The Museum is an Equal Opportunity Employer. Decisions and criteria governing the employment relation with all employees and contractors are made in a non-discriminatory manner, without regard to race, ethnicity, creed, religion, color, sex, sexual orientation, gender identity or expression, age, national origin, citizenship status, military service, marital status, handicap, disability, or other factor determined to be unlawful by federal, state or local statues.

Job Classification and Compensation:

The Donor Engagement Manager will serve as a full time employee reporting to the Executive Director. Competitive salary will be commensurate with experience (range of $75,000 - $83,000 for full time). Benefits include: paid vacation and sick leave, monthly contribution towards health care coverage and a monthly retirement contribution after one year of service.

Apply:

Please send a cover letter and resume to jobs@museumofboulder.org. At least four references will be requested following an interview.