

Development Manager

The Development Manager is a key leader in advancing the Shaker Historical Society's mission and growing its fundraising capacity. This is the organization's first dedicated development staff position, taking primary responsibility for cultivating and stewarding donor relationships, managing membership program, securing corporate sponsorships, coordinating fundraising events, and supporting grant opportunities. While basic development infrastructure exists, this role will help professionalize systems, strengthen relationships, and increase organizational revenue to ensure long-term sustainability.

Reporting to the Executive Director, the Development Manager works closely with staff and the Board to engage donors, members, and community partners. This role is ideal for a proactive, relationship-driven professional comfortable in a small nonprofit environment where creativity, strategic thinking, and teamwork are essential.

Specific Duties & Responsibilities:

Individual Giving & Membership

- Develop and implement stewardship plans and personalized engagement strategies for donors and members
- Partner with the Executive Director and Board on donor solicitations, and will directly solicit gifts
- Manage membership renewals and implement strategies to increase retention and engagement
- Support the annual fund campaign through donor identification, cultivation, solicitation, and stewardship
- Manage donor and member communications, including thank-you letters and tax acknowledgements, impact updates, and recurring giving outreach
- Develop sponsorship materials (proposals, benefits packages, recognition plans) in collaboration with the Executive Director
- Track sponsorship commitments and donor support in Little Green Light and coordinate tax receipts or thank-you communications
- Use event participation and sponsorship opportunities to cultivate relationships with donors, members, and community partners

Grant Management & Research

- Research local, regional, and national grant opportunities from foundations, government agencies, and corporate philanthropic programs
- Draft and submit grant proposals in collaboration with the Executive Director
- Track reporting deadlines and assist with assembling necessary data and narratives

Donor & Prospect Stewardship

- Maintain regular, relationship-building communication with high-level donors and prospects through emails, letters, phone calls, and meetings
- Prepare donor research profiles and meeting briefs for the Executive Director and Board members
- Develop small cultivation events or behind-the-scenes experiences to deepen donor engagement



CRM & Data Management

- Oversee the donor database (Little Green Light) to ensure accurate records of donations, interactions, and acknowledgments
- Generate reports to support appeals, board updates, grant proposals, and stewardship efforts
- Track moves management activity and progress toward fundraising goals

Events Management

- Plan, coordinate, and execute fundraising events in collaboration with the Operations & Events Manager and Board Development Committee
- Identify, solicit, and secure corporate and community sponsorships for events and special initiatives

Skills:

- Excellent written and verbal communication skills; comfortable communicating with donors and presenting to small groups
- Strong organizational skills and attention to detail, especially with tracking information and deadlines
- Ability to manage multiple tasks in a small-staff environment and work independently when needed
- Strong interpersonal skills to engage donors, supporters, and community partners
- Familiarity with donor databases/CRMs and proficiency with Google Workspace

Qualifications:

- Bachelor's degree required
- 3-5 years of experience in nonprofit development; arts, culture, or museum fundraising experience strongly preferred
- Comfort with occasional evening/weekend commitments for programs and events
- Experience working with groups of diverse ages, races, cultures, abilities, and backgrounds
- Ability to climb stairs within the museum's historic building; able to lift 20 lbs
- Reliable access to transportation for donor meetings, cultivation, and development-related activities
- FBI/BCI check required

Salary: \$50,000-\$55,000 per year

Job Classification: Full-time exempt (salary)

Location: Shaker Historical Society, 16740 South Park Blvd, Shaker Heights, OH 44120

Full-Time Benefits:

- Medical, dental, and vision insurance fully covered by employer
- Generous paid time off, including paid holidays and the week between Christmas and New Year's Day
- Partial work-from-home schedule and paid 1-hour lunch breaks
- SIMPLE IRA with 3% match; Eligible after 1 year of employment and over the age of 21
- \$250 health-related allowance (e.g. gym membership, fitness classes)
- Annual bonus procurable based on individual performance and museum budget



To Apply: Please complete [this application form](#) or send a cover letter and resume to Brianna Treleven, Executive Director, at director@shakerhistory.org with “Development Manager Application” in the subject line. Application review will begin January 12 and continue until the position is filled. Walk-ins and phone calls will not be accepted.

Shaker Historical Society is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

About the Organization: Shaker Historical Society is a non-profit, community-based historical society and museum founded in 1947. Our mission is to collect, preserve, and interpret the history of Shaker Heights to inspire curiosity and foster engagement between diverse communities and the people, events, and stories that shape local history. The museum is located in Shaker Heights, a nationally significant inner ring suburb located 20 minutes from Downtown Cleveland. SHS currently has three full-time employees and one part-time employee, and in 2025 the community passed the museum’s first-ever levy, providing critical support for ongoing operations and programs.