

POSITION AVAILABLE:

DEVELOPMENT MANAGER/DIRECTOR

Paine Art Center and Gardens

The Paine Art Center and Gardens, a historic estate in Oshkosh, Wisconsin, seeks a dynamic professional to lead the institution's growing membership and fundraising initiatives. The Paine is a vibrant and flourishing non-profit organization, and the new Development Manager/Director will further enhance the vitality of the institution by strengthening existing relationships and building new relationships to sustain and increase funding support for operations, programs, capital projects, and endowment.

The Development Manager/Director is the senior fundraising position at the Paine, reporting to the Executive Director. The job title of Development Manager or Development Director will be commensurate with years of experience in non-profit fundraising, with the title of Director being utilized for a professional with 10 or more years of fundraising experience and 5 or more years of development leadership experience. The Development Manager/Director supervises the Membership and Volunteer Coordinator, a half-time position, and works closely with other team members, including the Business Manager, Events Manager, and Marketing Manager.

The senior development position is responsible for overseeing membership programs, securing sponsorships of events and programs, coordinating grant applications and reports, organizing fundraising events, identifying and connecting with potential new sources of support, making and/or assisting major gift requests, encouraging donor support through estate planning, and developing and maintaining the broad spectrum of relationships that financially support the organization.

The successful candidate will be passionate about the Paine's core purpose and values and have the capacity to be a charismatic champion of the organization in the community and region. The most competitive candidates will have a minimum ten years of professional experience in nonprofit fundraising with a demonstrated track record of planning, implementing, sustaining, and growing highly successful fundraising initiatives. Candidates with other professional experience must be able to communicate how their skills would translate to the responsibilities of this position as well as how they would gain a working knowledge of best practices in museum membership and nonprofit fundraising. The position requires a bachelor's degree and outstanding communications skills.

The Development Manager/Director position is full-time (40 hours a week) and works primarily day-time hours Monday through Friday. Evening and weekend hours are required for special events. Salary range is \$60,000-90,000, commensurate with relevant experience, and includes a benefits package.

Send cover letter and resume to Aaron Sherer, Executive Director, Paine Art Center and Gardens at aaron@thepaine.org or 1410 Algoma Blvd., Oshkosh, WI 54901. Application deadline is March 21, 2024. No phone calls.

JOB DESCRIPTION:

DEVELOPMENT MANAGER/DIRECTOR

Primary Function:

The Development Manager/Director is responsible for overseeing membership programs, securing sponsorships of events and programs, coordinating grant applications and reports, organizing fundraising events, identifying and connecting with potential new sources of support, making and/or assisting major gift requests, encouraging donor support through estate planning, and developing and maintaining the broad spectrum of relationships that financially support the organization.

Supervision:

The Development Manager/Director is the senior fundraising position at the Paine, reporting to the Executive Director. The leadership role supervises the Membership and Volunteer Coordinator, a half-time position, and works closely with other team members, including the Business Manager, Events Manager, and Marketing Manager.

Description of Work:

The major duties of the Development Manager include, but are not limited to:

- Oversee all fundraising efforts and events, including related budgets.
- Facilitate volunteer fundraising committees.
- Maintain and develop relationships with existing supporters and recruit new supporters.
- Manage the operation and growth of membership programs.
- Secure and coordinate sponsorships of programs.
- Coordinate grant applications and reporting activities.
- Oversee fundraising appeals by mail and email.
- Ensure all gifts to the organization are acknowledged.
- Leverage involvement of Executive Director in key fundraising requests.
- Assist director and board with fundraising for capital projects and endowment.
- Keep abreast of current trends and best practices to ensure strategic growth of fundraising efforts.
- Maintain absolute confidentiality related to donors and gifts, as necessary.
- Foster strong relationships with board, volunteers, and staff.

The position is responsible for the management and strategic growth of the following initiatives:

- Individual/Family, Patron, and Patron Circles membership programs
- Corporate Partnership program
- Events and activities related to the membership and partnership programs
- Sponsorships of art exhibitions, special events, educational programs, and other activities
- Grant applications and related reporting activities
- Direct mailings, including garden appeal, education appeal, annual appeal, estate planning appeal
- Biennial fundraising events: Jazz in the Gardens and Black-tie Gala
- Assisting with other activities and events, as needed and able

Qualifications:

Graduation from an accredited college or university, preferably with a relevant major, such as communications, marketing or business; minimum of five years of experience in nonprofit fundraising or related experience with highly transferrable skills; excellent verbal and written skills; strong computer skills; self-motivated and well-organized; ability to work effectively with staff, volunteers, members, donors, and sponsors.

The Paine Art Center and Gardens is an Equal Opportunity Employer. It is our policy to provide employment based on qualifications, without regard to race, color, creed, national origin, age, sex, military status, sexual orientation, disability or handicap, or any other basis prohibited by federal, state or local law. In accordance with this policy, application information will not be used for any purposes prohibited by federal, state or local law. Individuals with disabilities who need assistance with the application process should call (920) 235-6903 ext. 22.

Posted 2/21/24
