

# **Brattleboro Museum & Art Center**

## **JOB OPENING: DEVELOPMENT MANAGER**

*February 2021*

### **POSITION SUMMARY + KEY RESPONSIBILITIES**

The Development Manager is responsible for designing, implementing, and managing long- and short-term strategies and action plans to ensure that the Brattleboro Museum & Art Center receives the philanthropic support it needs to thrive and grow. The Development Manager reports to the Director of the Museum and works collaboratively with all members of the Museum's core staff, as well as with the Board of Trustees and its Development Committee.

Initially, the Development Manager's focus will be on individual giving, including:

- Strengthening and expanding the Museum's membership and annual giving programs;
- Identifying, cultivating, soliciting, and stewarding current and prospective major donors;
- Increasing awareness of and participation in the Museum's planned giving society;
- Empowering the Director, the Development Committee, and the Board of Trustees to be highly effective fundraisers; and
- Fostering an organization-wide culture of philanthropy.

Secondarily, and likely increasing in emphasis over time, the Development Manager will help shape and carry out the Museum's other development-related activities, such as corporate sponsorships, grants, and fundraising events.

Broadly speaking, the Development Manager's responsibilities will span the gamut from big-picture and public-facing (e.g., donor solicitation and public speaking) to detail-oriented and behind-the-scenes (e.g., managing the donor database and serving as staff to the Development Committee).

### **TRAITS + QUALIFICATIONS**

The ideal candidate for this position will be an enthusiastic, experienced, successful nonprofit fundraiser, passionate about their work and hungry to succeed. They will hold themselves to a high standard and always strive to exceed expectations. They will enjoy alternating between the public, social aspects of their work – attending events, meeting new people, making connections – and designing and managing critical back-end administrative systems. They will be outgoing yet empathetic, highly skilled at matching donors' interests with the Museum's needs and opportunities.

They will have outstanding writing skills; their appeal letters will be inspiring, their thank-you notes eloquent and heartfelt.

As a key member of the Museum's small staff, the Development Manager will be a great team player, always willing to jump in and lend a hand when needed. They will be committed to open, honest, and respectful communication and will be inclined to see solutions rather than problems.

Other useful traits and qualifications include:

- Knowledge of current trends and best practices in nonprofit fundraising;
- Personal connection to the arts and a belief in its power to improve the lives of individuals and communities;
- Ability to set appropriate priorities and juggle many different types of tasks simultaneously without direct supervision;
- Experience managing and tracking project budgets;
- Exceptional communication and presentation skills;
- Impeccable attention to detail; and
- Strong computer skills, including donor software (Little Green Light or other), Google Suite, Microsoft Word and Excel, Mailchimp (or similar), graphic design software, and presentation software.

## **COMPENSATION + BENEFITS**

This position is full-time (40 hours per week), exempt, and will occasionally require evening and weekend hours. Starting salary is \$50,000-\$60,000. Benefits include health insurance and retirement. Paid time off includes 14-15 paid holidays, 2 weeks of paid vacation (increasing to 5 weeks over time), 2 weeks of personal/sick leave, and generous parental leave.

Post-pandemic, the Development Manager must reside in the vicinity of Brattleboro, Vermont, in order to work at least several days each week in the office and attend meetings and events in person. Initially, it may be possible to work from elsewhere.

## **HOW TO APPLY**

To apply, please assemble the following items into a single PDF and send via email to [office@brattleboromuseum.org](mailto:office@brattleboromuseum.org):

- Cover letter highlighting relevant experience, skills, and accomplishments
- Resume or CV
- Names, email addresses, and phone numbers for three professional references (we will not contact your references without prior notice)
- At least one and up to three writing samples, preferably development-related

We will contact you via email within three business days to confirm that we have received your application. If you do not receive the confirmation email, please call 802-257-0124 x101. Please do not call before three days have elapsed. Interviews will be arranged via Zoom.

Review of applications will begin immediately and will continue until the position is filled.

## **ABOUT THE BRATTLEBORO MUSEUM & ART CENTER**

The Brattleboro Museum & Art Center (BMAC) is an independent, non-collecting, contemporary art museum in Brattleboro, Vermont, whose mission is to illuminate art and ideas in ways that inspire, inform, and connect people from all walks of life.

BMAC was founded in 1972 by a group of citizens committed to saving Brattleboro's historic Union Station building from the wrecking ball. Originally a seasonal operation run entirely by volunteers, today BMAC is open year-round, serving thousands of children and adults, locally and worldwide, through 15-20 exhibitions per year, dozens of public events, a monthly blog ([artlovescompany.org](http://artlovescompany.org)), virtual tours and other online resources, and extensive education programs. An anchor of southern Vermont's cultural life, BMAC has been widely recognized for its innovative approaches to community-based engagement with the arts.

Recent noteworthy exhibitions have included *Figuration Never Died: New York Painterly Painting, 1950-1970*, curated by Karen Wilkin, with an accompanying publication by The Artist Book Foundation; *Andy Yoder: Overboard*, a site-specific installation reviewed in the New York Times, Smithsonian Magazine, Sports Illustrated, Artribune, and Die Presse Schaufenster, among others; and *If she has a pulse, she has a chance*, a collection of photographic portraits and stories of people in recovery, for which BMAC received the Jack Barry Award from the Vermont Association for Mental Health and Addiction Recovery.

BMAC partners with a local social service agency to offer arts programming in Head Start classrooms; works extensively with local K-6 public schools, both in the classroom and at the Museum; and serves as the Vermont affiliate for the Scholastic Art & Writing Awards, a nationwide program that nurtures the talents of budding artists and writers in grades 7-12. Among BMAC's signature family programs are an annual LEGO contest; a one-of-a-kind domino-toppling event (the videos of which have been viewed tens of millions of times worldwide); and *Glasstastic*, a bi-annual program whereby glass artists create original sculptures based on children's drawings of imaginary creatures.

*The Brattleboro Museum & Art Center is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We do not tolerate discrimination or harassment of any kind.*

*All employment decisions are made without regard to race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.*