



SPRINGFIELD MUSEUMS™
ART • HISTORY • SCIENCE • SEUSS IN SPRINGFIELD

Development Manager

Full Time, Exempt; Reports to Vice President of Advancement

The Development Manager is responsible for guiding and executing the Springfield Museums' development efforts. The ideal candidate has a growth mindset, approaches relationships with diplomacy and emotional intelligence, and maintains the highest standards of confidentiality and professional integrity.

The Manager will work closely with the Vice President of Advancement to create and adopt a comprehensive strategic fundraising plan to raise restricted and unrestricted contributions to support exhibitions, programming, and general operating needs, plus additional funding for capital projects and other special initiatives. The Manager will aim to increase Membership revenues via robust retention and recruitment strategies. The Manager will be responsible for efficient, effective Development Department operations, including gift research, recording, and other financial processes; constituent database management; and gift acknowledgment and reporting. With the Vice President of Advancement, the Manager will also reimagine planned giving with an enlivened Legacy Society.

Essential responsibilities include, but are not limited to, the following:

- Collaborate with the Vice President of Advancement and the leaders of the five Museums and key departments to ensure that annual fundraising plans coordinate with and support the Museums' exhibitions, programs, and special events.
- Develop, maintain, and document an annual Development Plan that aligns with the Museums' annual budgets; is consistent with the Museums' mission, purpose, objectives, and revenue needs; and reflects internal and external developments and trends.
- Plan, execute, and document a full-year Annual Fund strategy. This should include a timeline and plan for multiple print and electronic appeals based on donor level; donor giving patterns; the Museums' exhibit and programming calendar; and coordination with other fundraising goals, such as donor solicitations, fundraisers, and capital project needs.
- Collaborate with the Major Gifts Officer to research, create, manage, and document a Moves Management portfolio of mid-level individual and institutional donors (\$5,000+) who will be cultivated, solicited, and stewarded in support of the Museums' overall fundraising needs, including annual gifts, recurring giving, and the annual fundraising event.
- Collaborate with the Major Gifts Officer to ensure that corporate opportunities (particularly for program and exhibition sponsorships) are researched, written, documented, and reported on in a timely and effective manner and are aligned with the Museums' annual revenue needs.
- Collaborate with the Membership/Events Coordinator to design, document, and manage a strategic plan (including special events) for the Museums' membership program that aims to retain and increase membership overall and upgrade members to premier levels.
- Collaborate with the Membership/Events Coordinator and Development Coordinator to manage and ensure high-quality constituent record-keeping and communication as it relates to Altru.
- Collaborate with the Marketing and Communications staff to create a comprehensive print and digital communications plan to inform, cultivate, and solicit donors; this includes maintaining the "Support" section of the website; developing press releases about fundraising events, significant gifts, or other Development

Department news; marketing materials for member events, the annual fundraiser, or special events; membership brochures or other member materials; annual fund and special-project appeals; and a new planned giving brochure.

- With the Membership/Events Coordinator, conceive, research, plan, document, and execute one annual fundraiser to raise awareness of the Museums and support general operating needs.
- In conjunction with the Vice President of Advancement, formalize a Legacy Society and develop, execute, document, and communicate a strategy for cultivating, soliciting, and stewarding planned gifts.
- Pursue ongoing professional development and encourage such efforts among Development Department staff.
- Represent the Springfield Museums at various public functions, including evening and weekend receptions, dinners, and donor cultivation events throughout Greater Springfield.
- Meet regularly with department staff and serve as a liaison with the Advancement Committee of the Board of Trustees and/or other subcommittees and task forces if assigned by the Vice President of Advancement.
- Perform other tasks as assigned by the Vice President of Advancement.

QUALIFICATIONS

- Brings 8+ years of progressive nonprofit development experience (preferably in arts and cultural nonprofits), including work with boards, volunteers, and member-donors.
- Master's degree preferred; bachelor's degree or equivalent experience will be considered.
- Integrates data-informed fundraising strategies, connecting membership, annual fund, sponsorships, and planned giving into a cohesive whole.
- Builds and sustains trust through tact, sound judgment, and emotional intelligence, navigating complex or sensitive situations effectively.
- Handles donor and institutional information with the highest level of discretion, demonstrating ethical standards.
- Proficiency in donor database software, preferably Blackbaud, and Microsoft Office.
- Oversees development systems and processes with accuracy and efficiency, leveraging data, CRM tools, and financial tracking to support strong decision-making and accountability.
- Brings a track record of success across multiple revenue streams, applying donor research and relationship management strategies to meet or exceed goals.
- Communicates mission and impact clearly and persuasively in writing and in person, tailoring messages to varied audiences.
- Works effectively across departments and with leadership, balancing individual initiative with collaboration to advance shared goals.
- Operates with flexibility and self-direction, managing competing priorities while identifying opportunities to evolve and strengthen systems.

Please submit cover letter and resume to Mattie Pavao, Human Resources Manager at mpavao@springfieldmuseums.org.

The Springfield Museums is an Equal Opportunity Employer, committed to being a diverse and inclusive workplace, dedicated to fair and inclusive employment practices for all individuals. If you feel you have the skills necessary for this job, but do not have the specified qualifications, please apply and tell us more.