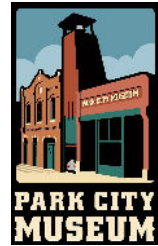


Park City Historical Society and Museum

Development Manager Job Description



Overview

The Park City Historical Society (dba Park City Museum) is a non-profit organization dedicated to preserving, protecting, and promoting Park City's rich history, heritage, and culturally significant sites. The **Development Manager** directly reports to the Executive Director and is responsible for leading the organization's fundraising efforts, including cultivating new and current donors, overseeing the membership program, seeking appropriate grants, soliciting sponsorships and major gifts, and planning special events. The **Development Manager** will help execute and form the strategic goals of the organization, as outlined in its newly adopted strategic plan.

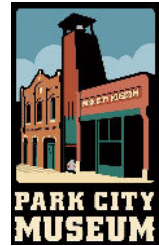
Key Responsibilities

The following are the duties that must be fulfilled by the **Development Manager**:

- Collaborate with the Executive Director and Board of Trustees to develop and manage a five-year development plan to fund the growth of the Park City Museum, the Education & Collections Center (ECC), and the Glenwood Cemetery.
- Support the efforts of the Fundraising & Development Committee, the Glenwood Cemetery Committee, and the Friends of Ski Mountain Mining History (FOSMMH).
- Manage the membership program and continue the annual growth of the program.
- Develop a corporate sponsorship program and seek appropriate sponsors.
- Oversee the grants program and coordinate with contract grant writer, to seek, write, and submit grants and their subsequent final reports.
- Meet with prospective and current donors and members to cultivate positive and lasting relationships between the individual and the organization.
- Join the FOSMMH Capital Campaign Committee.
- Implement a major gifts program and end-of-year appeal and design new campaigns to attract new donors and engage existing donors.
- Lead the organization's involvement in the annual Live PC Give PC day of online giving.
- Oversee the donor acknowledgement process which includes the official acknowledgement of all contributions, as well as regular correspondence via telephone, email, and thank you cards.
- Support the work of staff and the Board of Trustees in developing special events, including the annual homes tour, cemetery tours, as well as leading the efforts to plan all membership-related events.
- Represent the organization within the community and throughout the state in conjunction with fundraising and good-will pursuits.
- Manage and maintain the donor database and aid in the implementation of a new system.
- Other duties as assigned by the Executive Director

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Requirements

The **Development Manager** must have/be:

- A Bachelor's degree from an accredited college or university is required;
- A minimum of 2 years of experience in not-for-profit fundraising (preferably in a museum setting)
- Strong leadership skills with an ability to connect positively with fellow staff and members
- Impeccable written and verbal communication skills with an attention for detail
- Knowledge of development software such as Salesforce and modern marketing techniques
- Ability to interpret data and make data-driven decisions
- An upbeat team player able to maintain positive relationships throughout the community
- A 'self-starter' and strategic thinker who initiates donor visits, telephone, and email communications
- Success in securing support from corporations, foundations, and government agencies
- Aligned to existing strategic plan and mission of the organization
- Ability to work in a variety of environments, including in office, at home, at off-site venues and outdoors in various weather conditions.
- Ability to lift, carry, push, or pull objects weighing up to 50 pounds
- Occasional evening, weekend, and holiday hours are required as scheduled.

Benefits

This full-time position includes paid vacation days, personal and sick leave, and holidays, along with health insurance and a health savings account. Work may be performed in the office setting and at home in a hybrid schedule to be arranged with the Executive Director.

Salary range of \$55,000 to \$60,000.

Instructions

We encourage you to apply even if your experience is not a perfect match for this position. We are seeking a candidate with relevant skills and experience – and someone who wishes to grow in the position.

Please send resume, cover letter, and list of three references to Morgan Pierce, Executive Director at mpierce@parkcityhistory.org with "Development Manager" in the subject line. No phone calls please.

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