



Job Opening: Development Director

The Brinton Museum connects the past, present and future of the American West through its historic Quarter Circle A Ranch, Fine Art, and American Indian Art Collections.

POSITION SUMMARY: An exciting opportunity to champion The Brinton Museum's mission and increase its impact through the cultivation, solicitation and stewardship of financial resources. The Development Director devotes passion, ambition, and resource development best practices to the creation and implementation of a comprehensive development plan which includes museum memberships, private donations, planned giving, fundraising events, business sponsorships, and grants. This is a collaborative position, regularly interfacing with all members of the museum team, patrons, community members and donors. This position reports to the Executive Director.



ESSENTIAL DUTIES AND FUNCTIONS:

- Directs the ongoing strategic direction and plan for the resource development department, ensuring alignment with the financial goals and strategic plan of the institution as a whole.
- Develops, implements and manages annual resource development plan (including museum memberships, private donations, planned giving, fundraising events, business sponsorships and grants) and corresponding approved budget and allocation of resources for the resource development department.
- Identifies grant opportunities from foundations, government institutions and private funds. Writes grant applications and ensures applications and follow-up reports are submitted in a timely manner.
- Manages and engages the Membership & Sponsorship Coordinator to achieve financial goals of the membership and business sponsorship portions of the annual resource development plan and to ensure gift entry and acknowledgements are processed appropriately.
- Manages a portfolio of approximately 200 donors through active cultivation, solicitation and stewardship with support from the Executive Director. Handles gift entry and acknowledgements for donor portfolio.
- In conjunction with the Executive Director, serves as a museum liaison to the National Advisory Council.
- Plans and oversees 2 to 3 small cultivation events annually and takes a lead staff role in planning the annual Gala with the input and support of the Gala committee and Executive Director.
- Ensures donor database is maintained with best practices for donor acquisitions, data entry, reporting, and communications.

- Contributes to newsletter (print and digital), website and press release content creation. Monitors and updates content for resource development digital and print collateral.
- Serves as a member of the museum leadership team as a department head.
- Travels occasionally for donor engagement and training.

WORK SCHEDULE

- 40 hours per week; typically Monday to Friday, 9am to 5pm
- Must be available to work museum events in the evening and on weekends; can flex time

DESIRED EDUCATION AND EXPERIENCE:

- Bachelor's Degree in relevant field of study
- 3 years' experience in fundraising

QUALIFICATIONS AND SKILLS:

- Excellent interpersonal, writing and communication skills
- Ability to manage multiple priorities in a fast-paced environment
- Great attention to detail
- Personable, organized, and capable leader who can effectively manage staff
- Ability to present and engage in public speaking activities
- Experience with fundraising for the arts and cultural projects
- Proficient in Google Suite, Microsoft Office, and donor databases
- Ability to foster a workplace culture of collaboration, diversity and inclusion

COMPENSATION AND BENEFITS:

Annual salary of \$64,000 to \$70,000 commensurate with experience. Generous benefits package to include; 401(k) plan with 4.5% matching from employer; health, vision and dental coverage; employee discount; flexible PTO.

TO APPLY:

Qualified candidates please email cover letter and resume to receptionist@thebrintonmuseum.org

For questions regarding the position please contact Kendra Heimbuck at 307-763-5928

To learn more about The Brinton Museum go to www.thebrintonmuseum.org