

<b>Position Title</b>	<b>Development Director</b>	<b>Department</b>	<b>Hastings Museum Foundation</b>
<b>Residency Requirement</b>	None	<b>Shift Work</b>	No
<b>Base Salary</b>	\$60,000		
<b>Supervision Received</b>	Under general supervision of the Hastings Museum Foundation Board	<b>Supervision Exercised</b>	No staff

### **Description of Work**

Under the general supervision of the Hastings Museum Foundation Board and working closely with the Hastings Museum Board and Museum Director, the Development Director is responsible for the leadership, strategic direction, and overall management of a comprehensive fundraising program to financially support the Hastings Museum vision plans to enhance exhibits, education, and community support while increasing the endowment. This includes facilitating and managing all aspects of a capital campaigns; long and short-term giving; developing donors; applying grants; and developing corporate sponsorships.

### **Qualifications**

A Bachelor's degree plus 3-5 years' experience working in fund development with a proven record of achievement in fundraising including but not limited to knowledge of local and national philanthropic communities; familiarity with planned giving, major gifts, grant writing, annual appeals, corporate fundraising, and soliciting project driven donations; and identifying and cultivating prospective donors. Experience in managing a capital campaign preferred.

### **Essential Functions of the Job**

- Raise funds to benefit the Hastings Museum and support changing exhibitions, educational programming and events, and other financial needs while building an endowment that will provide long-term support for the Museum well into the future.
- Listen to the needs of the Hastings Museum and effectively and enthusiastically communicates them to appeal to prospective donors.
- Strategically identifies, cultivates, solicits, and nurtures donor relationships with a high level of interpersonal skills and superior communication while confirming and securing donations through individuals, businesses, and foundations.
- Identifies new major gift sources and maximizes the closure of short- and long-term gifts.
- Build a successful planned giving program to address the long-rang needs of the Museum.
- Searches, inquires, solicits, prepares, and submits local, state and federal grant applications and follows up with tracking and reporting as required
- Develops, implements, and leads anticipated capital campaign.
- Develops and produces all Foundation communications including newsletters, fundraising material, appeal letters, and donor acknowledgements.
- Provides meaningful reports to the Foundation Board, Hastings Museum Board, Museum Director and other stakeholders, and collaborates with them to strategically plan funding initiatives based on the Museum Vision Plan.

- Maintain databases and financial management systems to track donors, monitor expenses, track income, analyze cost-per-dollar-raised, and project earned income.
- Self-starting with the ability to work independently.
- Networks and builds relationships with donors, granting agencies, and other supports.

#### **Additional Functions of the Job**

Monitor funds and investments to maintain a healthy and diverse portfolio.

Build and increase planned giving opportunities.

Organizing regular Foundation Board meetings including agenda, minutes, and financial reports.

Plan, organize, and host fundraising events

#### **Required Knowledge and Abilities**

This position requires knowledge, skill or the ability to obtain skill in the following areas:

- Interpersonal skills to effectively work with a wide variety of people, motivating passion for the Hastings Museum and inspiring action to financially contribute to the future of the Museum.
- Energy, creativity, and discipline to raise funds each year for projects and to increase the endowment.
- Excellent verbal and written communication skills.
- Ability to work flexible schedules to accommodate for fundraising events.
- Valid driver's license
- Satisfactory criminal and credit background check
- Ability to work independently, proactively, and consistently with the ability to follow a task from conception and inception to completion

#### **Equipment/Job Location**

Proficiency in the use and operation of equipment including but not limited to the following:

- \*calculator
- \*copy machine
- \*telephone
- \*word processing software
- \*Quickbooks

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- majority of work is performed on Museum premises
- occasionally exposed to toxic or caustic chemicals
- noise level in the work environment is usually quiet, but can become moderately loud when operating tools

#### **Applications**

Interested applicants may send their cover letter, resume, a list of at least four recent fundraising projects, and three professional references to Hastings Museum Foundation, 1330 North Burlington Ave, Hastings, NE 68901.

**PHYSICAL REQUIREMENTS**

<b>Task</b>	<b>Occasionally (1%-33%)</b>	<b>Frequently (34%-66%)</b>	<b>Constantly (67%-100%)</b>
Standing	X		
Walking	X		
Sitting	X		
Change of Position	X		
Reaching (extended hands/arm)	X		
Handling (hold, grasp, seize, turn)	X		
Fingering (pinch/Pick)	X		
Feeling (perceive attributes of objects)	X		
Crouching/Squatting (bend legs/spine)	X		
Stooping (bend at waist)	X		
Kneeling	X		
Stairs	X		
Talking			X
Hearing			X

**MACHINE CONTROL OPERATION**

<b>Task</b>	<b>Occasional (1%-33%)</b>	<b>Frequently (34%-66%)</b>	<b>Constantly (67%-100%)</b>
Arm/Hand	X		
Simple Grasp (grasp lightly)	X		
Fine Manipulation	X		

In the following graph write in how much weight, the individual will be lifting in each category.

<b>Task</b>	<b>Occasionally (1%-33%)</b>	<b>Frequently (34%-66%)</b>	<b>Constantly (67%-100%)</b>
Lifting/Lowering	X 20-50 lbs.		
Carrying	X 20-50 lbs.		
Pushing/Pulling (force exerted)	X 20-50 lbs.		

**Medium Work** – Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently. Requires walking or standing to a significant degree; or requires sitting most of the time but entails pushing and/or pulling of arm or leg controls.