



## **Manager of Donor Relations**

**Department: Development**

**Reports to: Director of Annual Fundraising**

**Full-time, exempt**

The New Bedford Whaling Museum (NBWM) ignites learning through explorations of art, history, science and culture rooted in the stories of people, the region and an international seaport. The Museum is recognized as a compelling destination that inspires all visitors to reflect on the complex issues that shaped the past, remain critical today, and inform a sustainable future. Today, the Whaling Museum is a cultural leader of the SouthCoast serving more than 80,000 visitors and offering exhibitions, public programs and educational activities.

### **POSITION DESCRIPTION**

The Manager of Donor Relations is a key member of the Museum's five-member Development Department. Reporting to the Director of Annual Fundraising, this position is charged with building and strengthening relationships with individual donors through careful prospect identification, cultivation, solicitation, and stewardship. The Manager of Donor Relations will support efforts to increase the Museum's contributed revenue streams by taking a leadership role in the planning and execution of the annual Summer Benefit (mid-July) and Museum Fund annual giving campaign.

This is a role focused on relationship building, donor events, annual giving, and driving individual support for Museum projects (exhibitions, programs, etc.) To be successful, the Manager of Donor Relations will develop a strong understanding of the Museum's mission, programs, and exhibitions, and utilize multiple strategies to communicate the Museum's impact and fundraising needs to existing and potential donors. This is an external focused position with a work plan that includes donor visits, donor briefings, phone calls, appeal mailings, cultivation events, and fundraising events. The successful candidate is a strong relationship builder, collaborator, and convener, skilled at bringing people together and engaging them in support of a dynamic mission.

### **CORE RESPONSIBILITIES**

- Lead the planning and fundraising efforts for the Summer Benefit, which is the Museum's annual fundraising event. This includes helping to set event fundraising goals and budget, soliciting corporate and individual sponsorships, and selling tickets. This also includes working with the Special Events Committee and Associate Director of Special Events to plan and execute the event.
- Manage the Museum's Cupola Society, a group of donors who annually contribute \$1,000+ to the Museum and receive special benefits including monthly special programming and a Cupola Quarterly newsletter from Museum President.
- Execute Museum Fund annual giving campaign, which runs throughout the year and peaks from September - December. This includes developing appeal concepts and mailings, assigning follow-up calls, tracking and closing-out pledges, managing trustee solicitors, tracking gifts, and projecting campaign results.
- Develop and manage logistics for donor cultivation and member events throughout the year, such as the Annual Meeting in May, Members Holiday Party (mid-December), cultivation events for summer residents, Cupola Society programs, and summer exhibition opening.

- Provide event and donor-related content for e-blasts, annual report, and other marketing materials.
- Provide planning and marketing support for annual Members' Trips (local and international) and attend as needed.
- Maintain accurate and consistent individual donor records, queries and reports in the Museum's donor database, and track progress against fundraising and engagement goals.
- Reconcile gifts and pledges with the Finance Team to ensure accurate cross-departmental records; Provide gift documentation and records at the request of the Auditing Firm during the annual audit.
- Cross-train on gift entry and acknowledgement letters processes to serve as a back-up for those essential functions as needed.
- Provide additional support to the Director of Philanthropy and Director of Annual Fundraising, as needed.

**REQUIRED SKILLS AND EXPERIENCE:**

- At least three years of nonprofit development/fundraising experience
- High comfort with donor outreach and in-person donor engagement
- Experience organizing events or programs
- Ability to work effectively within a team and across departments to ensure deadlines are met
- Strong organizational skills, with a keen attentiveness to detail while meeting multiple deadlines
- Excellent written and oral communication skills
- Proficiency in donor database usage to track, manage, and analyze data (Raiser's Edge experience a plus)
- Reliable mode of transportation
- Ability to work occasional evenings or weekends, as needed, for donor and member events
- This is primarily a position based on-site at the New Bedford Whaling Museum with local travel required for donor visits. Occasional remote work is possible.

**SALARY RANGE:** \$55,000 - \$60,000, depending on experience. This is a full-time position that includes a robust employee benefits package.

**TO APPLY:** Send cover letter, resume, and [Application for Employment](#) to Sarah Budlong, Director of Annual Fundraising, at sbudlong@whalingmuseum.org. No phone calls please.

The New Bedford Whaling Museum is committed to diversity among its employees and encourages qualified candidates from all backgrounds to apply.