



Development Manager Texas State History Museum Foundation

The Development Manager builds and maintains new relationships that result in support for the Bullock Texas State History Museum. The position is part of an enthusiastic and committed team and reports to the Executive Director. The Development Manager is responsible for identifying prospects, creating funding proposals, making solicitations, stewarding donors, and overseeing development processes. The Texas State History Museum Foundation (TSHMF), a 501(c)3 nonprofit organization created in 1999, works collaboratively with the Bullock Museum to raise major gifts through the generosity of individuals, corporations, and foundations and the state. The TSHMF staff is led by a board of individuals from throughout the state that guides fundraising and hosts the annual *Texas Independence Day Dinner* which honors History-Making Texans. The TSHMF supports the Museum's exciting roster of special and permanent exhibitions, public programs, and special projects.

The TSHMF offices are located at the Bullock Museum at 1800 Congress Avenue, Austin, Texas 78701. This is a full time (40 hours/week) position with some flexibility in scheduling. Salary is \$55,000-\$60,000 annually and is commensurate with experience, with health and dental insurance, paid vacation and holidays, and parking.

Responsibilities:

Specifically, the Development Manager will:

- Create an annual development plan in collaboration with the Executive Director and manage the schedule and activities for the implementation of the plan;
- Research and identify prospects, craft funding proposals, develop and execute targeted cultivation plans and solicitation strategies, and participate in solicitations for a range of prospects;
- Manage a stewardship program to ensure the Foundation fulfills legal and ethical obligations to donors while following industry standards and best practices;
- Implement a donor cultivation program for statewide donors and prospects;
- Manage the Bullock Museum Corporate Council, including recruitment, stewardship, and events;
- Provide staff support for the Board Development Committee.
- Establish and expand personal contact and relationships with prospects and funders;
- Oversee management of the donor database, set policies and procedures for retention and reporting, and maintain security and quality controls;
- Evaluate progress towards goals, prepare reports on fundraising and present to the Board and Executive Director, recommend revisions to fundraising plan, as needed, to meet goals.

Experience Required

- Bachelor's degree required; and familiarity with nonprofit cultural institutions preferred;
- Minimum 5 years of professional experience with foundations, corporate, and individual giving and/or major gifts;
- Proven success at securing donations and identifying and cultivating prospects;
- Superior verbal and written communication skills;
- Excellent interpersonal, analytical and organizational skills, capable of working effectively with board members, staff members, volunteers, consultants and donors/prospects;
- Energetic, self-motivated, flexible and adaptable with a sense of humor;
- Project management experience and able to multi-task and work independently in a small, hands-on work environment;
- Computer fluency in MS Office, donor database software, and web applications; and
- Great attention to detail is essential to success in the position.

Terms and Compensation: The position is full time with benefits. The salary is \$55,000-\$60,000 annually and is commensurate with experience. Some travel throughout Texas and evening hours will be required. The position is based in the Bullock Texas State History Museum in Austin. The TSHMF is an equal opportunity employer and does not discriminate against any person based on age, race, national origin, gender, sexual orientation, religion, marital status, parental status or mental/physical handicap.

To Apply: Please submit resume, cover letter, two writing samples (at least one should be a request for support), and 3 professional references by **March 11, 2020** to info@tshmf.org or to:

Texas State History Museum Foundation
P.O. Box 12456
Austin, TX 78711
No phone calls, please.

The Bullock Museum

The Bullock Texas State History Museum is the state's official history museum and only institution dedicated to telling the story of Texas. Opened in 2001, the Bullock Museum offers dynamic and engaging exhibitions, films, education programs, and related offerings for visitors of all ages and backgrounds. The museum's mission is to share the Story of Texas and celebrate Texas history, culture, diverse peoples, and future. The Bullock Museum is a part of the State Preservation Board. Accredited by the American Alliance of Museums, the Bullock Museum is visited by about 480,000 people annually, including over 100,000 students and educators through field trips or distance learning. The Bullock Museum galleries feature 34,000 square feet of permanent exhibits with ever changing artifacts. At 7,000 square feet, the special exhibition gallery showcases several temporary exhibitions a year. In addition, two theaters— an IMAX and the Spirit of Texas Theater— present both feature and documentary films and provide space for lectures, concerts, and performances. For more information, visit www.thestoryoftexas.com.