



Job Posting

Job Title: Development Manager

Status: Full-time

Number of Positions: 1

Classification: Hourly

Reports to: Director of Development

Description

Reporting to the Director of Development, this position shall play an integral role in executing the fundraising activities of the institution with final authority in such matters remaining with the Director of Development and the President/CEO. The Development Manager is responsible for facilitating donor stewardship initiatives, executing annual fundraising events, maintaining the donor database, grant tracking, and supporting community engagement initiatives. The Development Manager must demonstrate self-accountability, passion, and dependability.

Essential Responsibilities

- Ensure that all fundraising and development activities are consistent with the mission and vision of the Aquarium of Niagara.
- Plan and execute annual fundraising events and special events.
- In collaboration with the Director of Development, develop and execute the overarching fundraising strategy and creative direction of the donor stewardship program in order to acquire, retain and upgrade donors.
- Assist with grant tracking, reporting, and identifying potential sources of support through grant maker database.
- Cultivate and nurture relationships in the community that will strengthen and grow the organization.
- Manage corporate sponsorships and execute benefits.
- Support community engagement initiatives.

Requested Requirements

- Bachelor's degree in museum studies, nonprofit management, communications, marketing, business, or equivalent field required.
- 3-4 years of successful experience soliciting gifts and donations for a not-for-profit.
- In lieu of bachelor's degree, 6 years' experience in the nonprofit sector will be considered
- Proficient understanding of Microsoft Office programs required.
- Working knowledge of Blackbaud software or similar donor database preferred.
- Excellent organizational and interpersonal skills; demonstrates sensitivity and tact in interpersonal relations.
- Ability to exercise discretion in dealing with confidential and personal information required.
- Ability to develop and deliver informational presentations to small, medium or large groups required.
- Proven ability to network with local organizations, build relationships, and create partnerships.
- Ability to plan and organize work in an efficient manner and without direct supervision required.
- Strong attention to detail, and attitude of personal accountability.
- Ability to develop and maintain cooperative working relationships with all Aquarium team members and contacts regarding company business required.
- Possession of a valid New York State motor vehicle operator's license and a good driving record required.

Working Conditions

- Sedentary—position sometimes involves long periods of sitting
- Able to occasionally work evenings and weekends
- Able to lift up to 50 pounds
- Position is based primarily on-site; remote work opportunities are available with supervisor's approval

Salary Range

\$48,500-\$50,000

To Apply

Please send resume and cover letter to kdaloise@aquariumofniagara.org. Be sure to include Development Manager in the subject line of any correspondences.

The Aquarium of Niagara is an equal opportunity employer. All qualified applicants will be afforded equal employment opportunities without discrimination because of race, color, creed, religion, sex, age, national origin, citizenship, sexual orientation, marital status, or any other classification protected by federal, state, or local law.