Development Manager
Part Time, 14 hours per week
Up to $20/hour, based on qualifications

The American Independence Museum in Exeter, NH seeks an entrepreneurial and energetic individual for the Development Manager position. The successful applicant will systemize and innovate ways to meet developmental goals, as well as propose, plan and execute as directed, appeals, visitor engagement opportunities, and member events to reach new audiences and engage existing annual supporters. Reporting to the Executive Director, the Development Manager is responsible for raising the awareness of the Museum, and the Museum’s need for support, and to meet fundraising budgetary goals for both income and individuals served. This position will demonstrate success in turning individual and business prospects, as well as visitors, into members and donors through relationship development and outreach strategies working with the Executive Director and Fundraising Committee. Working with a small part-time staff and dedicated team of volunteers, the successful applicant will assist the museum in celebrating its 30th anniversary as a museum and the 300th anniversary of its Ladd-Gilman House in 2021. Responsibilities include:

**Inspire: Growing support for our museum**
- In conjunction with the Executive Director, develop and implement a fundraising strategy that achieves short-term goals and long-term strategic goals
- Steward relationships with existing donors and members
- Conduct individual prospect research and cultivate support
- Create effective donor and prospect communication strategy, calendar and content
- Maintain and manages the museum’s donor database for accuracy and clarity of information
- Run all reports from donor database and ensure all reports are timely, polished and professional
- Process all gifts including database entry and acknowledgments in a timely and professional manner
- Manage and promote museum individual membership program (approximately 200 members) to include membership benefits, membership events, The Broadside eblasts and yearly membership appeals
- Write, implement and manage all fundraising-related communication including, but not limited to, annual appeal, annual report and membership appeal/renewal mailings and e-mails
- Manage corporate partner program (approximately 20 members) including sponsorship outreach, prospect research and engagement
- Develop and implement ways to increase giving at museum through appeals, drives and campaigns
- Support Executive Director in promoting museum’s planned giving program
- Support Executive Director in the planning and execution of fundraising and membership events

**Engage: Volunteers and Partnerships**
- Work with team to coordinate giving opportunities around large-scale public events such as the American Independence Festival
- Serve as staff lead on the museum’s Fundraising Committee
- Assist with museum operations and programs, as needed

The ideal candidate will have experience and proficiency in non-profit fundraising. Excellent written and verbal communication abilities, strong interpersonal and organizational skills, and the talent to effectively manage multiple priorities are essential. The successful candidate will be a self-starter, enjoy working on a team, possess essential computer literacy skills including Microsoft Office, and be able to think creatively in all aspects of their work. Experience with Little Green Light a plus. Candidate must be comfortable engaging with donors and members
remotely and, when safe to do so, in-person. This position is 14 hours (2-3 days) per week year-round with the potential for additional hours pending the success of the program. The museum offers PTO, flexible schedules and professional development. Schedule to be decided between candidate and Executive Director, and is based out of the Ladd-Gilman House in Exeter, NH. Due to COVID-19, staff are working remotely; applicant should be able to work remotely or on site. We are an equal opportunity employer.

To apply:
Submit cover letter and resume to Emma Stratton, Executive Director, via email at director@independencemuseum.org. Applications due by Monday, April 5. No phone calls please.

About the American Independence Museum:
Opened to the public in 1991, the American Independence Museum includes the 1721 Ladd-Gilman House, a National Landmark property, and the Folsom Tavern, built in 1775. The museum tells the surprising stories of the American Revolution and inspires civic engagement today. The museum operates seasonally from May-November with programs year-round in Folsom Tavern and online. The museum's permanent collection includes an original Dunlap Broadside of the Declaration of Independence and early drafts of the U.S. Constitution. Learn more at www.independencemuseum.org