



Development Manager

Part Time, up to 14 hours per week

Up to \$20/hour, based on qualifications

The American Independence Museum is seeking an entrepreneurial and energetic individual for the newly created Development Manager position. The successful applicant will think creatively and build our potential to utilize the tremendous resources at the Museum to generate increased revenue streams in membership and the wider community. 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. Working with a small part-time staff and dedicated team of volunteers, the successful applicant will assist the museum in preparing for its 30th anniversary as a museum and the 300th anniversary of its Ladd-Gilman House in 2021. Responsibilities include:

Inspire: Growing individual support for our museum

- Support Executive Director in developing and implementing fundraising strategy that achieves short-term goals and long-term strategic goals
- Cultivate support from and steward relationships with prospects including individuals and existing donors and members
- Create effective donor and prospect communication strategy, calendar and content
- Maintain museum's donor database (Little Green Light) for accuracy and clarity of information
- Ensure all gifts are acknowledged and documented in a timely and accurate manner
- Manage and promote museum individual membership program (approximately 200 members) to include membership benefits, membership events, *The Broadside* eblasts and all correspondence
- Ensure all print and digital communication regarding membership and giving is accurate
- Manage all fundraising-related communication including, but not limited to, annual appeal and membership mailings
- Act as point of contact and serve as on-site staff for all event rental inquiries and bookings
- Support Executive Director in the planning and execution of fundraising, membership and governance events

Engage: Volunteers and Partnerships

- Collaborate with Advancement Officer on implementation of business membership program and where applicable, engagement of corporate funders and foundation supporters
- Collaborate with museum staff on large-scale public events such as the American Independence Festival in July
- Serve as staff point of contact for museum's Fundraising Committee
- Assist with museum operations and programs, as needed

The ideal candidate will have experience and proficiency in fundraising. Excellent written and verbal communication abilities, strong interpersonal and organizational skills, and the talent to effectively manage multiple priorities are essential. Candidates must have a Bachelor's degree, Masters preferred as well as experience working in a non-profit setting in a fundraising capacity. The successful candidate will be a self-starter, have adept communication skills, enjoy working on a team, and be able to think creatively in all aspects of their work. Experience with Little Green Light a plus. This position is up to 14 hours a week with some benefits. Potential to increase hours in 2021 pending the success of the museum's growing programs. Schedule to be decided between candidate and Executive Director, and is based out of the Ladd-Gilman House in Exeter, NH at least one day per

week. Flexibility to attend events and off-site meetings on nights and weekends required. 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 February 15. No phone calls please.

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. Welcoming over 5,000 visitors per year, the museum tells the story of New Hampshire's role in the American Revolution and inspires civic engagement today. The museum operates seasonally from May-November with programs year-round in Folsom Tavern. The museum's permanent collection of documents includes an original Dunlap Broadside of the Declaration of Independence and early drafts of the U.S. Constitution. Learn more at www.independencemuseum.org