



## **Bainbridge Island Historical Museum**

**Job title:** Director of Development

### **Summary:**

Reporting to the Executive Director, the Director of Development will provide leadership, strategic direction and overall management of a comprehensive fundraising program for the Museum. The Director will spearhead the Museum's annual and planned giving, membership program, grant applications, special events, and business sponsorships.

This is a senior level exempt position and requires core hours in the Museum on a Monday-Friday schedule, with flexibility to work some weekend and evenings around special events and projects. Salary and hours/week are negotiable.

### **Essential Duties:**

- Successfully achieve annual fundraising plan to meet and grow Museum budget (currently 400k/year)
- Ensure best practices in managing gifts (acknowledgements, pledges, invoicing, records, reports)
- Plan and manage annual fundraising events including large-scale gala and pickleball tournament
- Seek out and manage business sponsorships to support exhibits, programs, events, and capital projects
- Manage and grow Elnora Parfitt Legacy Society
- Oversee and prepare all grant applications (submissions, presentations, and invoicing)
- Together with the Executive Director, lead preparation for capital campaign
- Build relationships with contributors and the community to grow membership and general supporters
- Cultivate a network of colleagues within the local nonprofit sector

### **Qualifications**

- Resourceful. Independent. Self-motivated.
- Knowledge of and passion for fundraising in a nonprofit environment
- Demonstrated success in a Development Management role
- Excellent project management skills including attention to detail, analytical, and problem-solving skills
- Ability to prioritize, meet deadlines and manage multiple tasks simultaneously
- Skills and experience managing multiple and diverse projects and tasks
- A lifelong learner with a demonstrated capacity to seek out, develop, and implement new ideas
- A confident and highly capable writer and oral communicator

### **EQUAL EMPLOYMENT OPPORTUNITY**

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To apply for this position, please send a resume and letter of interest to Brianna Kosowitz, Executive Director at [brianna@bainbridgehistory.org](mailto:brianna@bainbridgehistory.org) by February 28<sup>th</sup>.