

Director of Development & Marketing

The Director of Development & Marketing serves as the frontline fundraiser for the Everhart Museum. The ideal candidate is a goal-oriented individual who is a strategic, energetic, entrepreneurial, and creative team player. He or she will work with the Board and Staff to keep the Museum globally oriented and locally relevant, generating enthusiasm and engendering public pride in the Everhart as a highly valued community asset: a magnet for cultural tourism, a venue for exciting exhibitions, and a focal point for significant programs and special events.

The Director of Development & Marketing will report directly to the Executive Director and maintain close working relationships with the Board and development volunteers, as well as his/her colleagues at the Museum. The successful applicant will have significant experience in major gift fund raising and sponsorships, and a proven ability to deliver successful grant applications. This individual will possess exceptional interpersonal, verbal, written, and presentation skills and be able to manage time and resources efficiently while handling multiple projects. It is vital to have knowledge of all aspects of fund raising, including (but not limited to) annual campaign, planned giving, and membership development. Success will be measured through quantifiable metrics and goals on a quarterly basis.

Major Responsibilities:

- Plans, manages and implements the annual and long-term fundraising plans designed to achieve operating and strategic objectives;
- Ensures the delivery of the Everhart Museum's vision and core values through its fundraising programs and establishes secure resources for its future;
- Leads Board members, museum staff and volunteers in solidifying a strong foundation of contributors and develops new connections with individual donors, corporations, and foundations to ensure increased contributed income, planned giving, and foundation revenue;
- Establishes a community presence designed to increase the Everhart Museum's visibility, identifies opportunities & programs to engage new donors, and maintains grant opportunities & relationships with current & past donors;
- Develops and implements a major gifts program for the Everhart Museum to engage and cultivate new partners that will increase the number and size of gifts over time;
- Delivers the highest of professional standards while demonstrating the sensitivity necessary to successfully engage and interact with high-level donors;
- Implements and coordinates marketing strategies designed to enhance the Everhart Museum's reputation within and beyond the NEPA region; and
- Manages and mentors fundraising teams and community volunteers.

Job Requirements:

- Bachelor's degree required;
- Minimum five (5) years of experience with increased responsibility in non-profit development/fundraising and/or marketing, preferably in the arts or a museum setting;
- Knowledge of all aspects of fund raising including annual appeal, planned giving, membership development, campaign management, and strategic planning;
- Experience building strong working relationships and collaborating with a diverse range of donors, foundations, corporations, and other contributors and stakeholders;
- Successful proven track record in providing creative and innovative leadership in resource development and grant writing (EITC and LSA application knowledge is a plus) and in promoting and administering dynamic and diverse fundraising strategies;
- Excellent interpersonal, verbal, writing, and presentation skills;
- Must be self-motivated, strategic, creative, entrepreneurial, energetic and intelligent with excellent time management and multi-tasking skills;
- Ability to problem-solve using sound judgment and professional discretion;
- Ability and willingness to be part of the team and to assist other staff as needed.

Application Process:

For full consideration, candidates should submit a current resume, a letter of interest, and a list of four professional references with emails and phone numbers to executive.director@everhart-museum.org or mail application to: Everhart Museum; 1901 Mulberry Street, Scranton, PA 18510.

Review of applications will begin immediately and continue until the position is filled. All inquiries will be kept strictly confidential. No phone calls please.

As an EEO/AA employer, the Everhart Museum will not discriminate in our employment practices based on an applicant's age, race, color, national origin, gender, religion, sexual orientation, veteran's status, political affiliation or disability.