



## **Director of Development**

Everhart Museum of Natural History, Science & Art  
Scranton, Pennsylvania

### **Description:**

Founded in 1908, the Everhart Museum of Natural History, Science & Art is one of the oldest museums in Northeastern Pennsylvania and part of the early 20th-century regional museum movement. Monies and initial natural history collections were provided by Dr. Isaiah Fawkes Everhart, a Scranton physician and Civil War veteran. Everhart conceived that the Museum would serve not only the immediate City of Scranton but the whole of Northeast Pennsylvania.

**Position Title:** Development Director

**Location:** Scranton, Pennsylvania

**Job Type:** Full Time

**Job Relationship:** The Director of Development reports to the Executive Director. The position also serves as staff liaison to the Museum's Board of Trustees' Development Committee.

The list of basic functions and responsibilities is intended to be representative of the tasks performed within this position.

### **Basic Function:**

The Director of Development (DoD) oversees the creation, planning, and implementation of fundraising strategies to secure resources necessary to sustain and build operations of the Everhart Museum. The DoD functions as a knowledgeable and highly accountable Museum development officer who balances multiple projects simultaneously, develops positive and fruitful relationships with funders, ensures accuracy, and deadlines are met

### **Responsibilities:**

- Ensures the proper functioning and utilization of the donor data base.



- Leads all fundraising program components including museum membership, annual giving, grants, major gifts, planned giving, and stewardship.
- Create plans for fundraising events collaboratively with and as directed by the Executive Director and the Board of Director's Development and Events Committee, as well as the Director of Programs and Events.
- Works with the Museum Administrative Assistant, and Accountant to ensure the timely processing and tracking of contributions.
- Supervises the Visitor Relations and Communications Manager to ensure effective and timely marketing to prospective donors.
- Develop fundraising goals meet the needs of the Museum in collaboration with the Executive Director and produces monthly progress report.
- Assist in creating and/or revising fundraising policies and procedures.
- Create and adhere to departmental and project-based budgets.
- Perform other duties as assigned by the Executive Director.

**Essential Requirements:**

- College graduate with background in business, English, communications, or other relevant area of study.
- Three to five years progressive fundraising experience in a museum, educational, or cultural institution.
- Three to five years supervisory experience.
- Knowledge of principles and practices of fundraising for not-for-profit organizations.
- Experienced and successful grant writer with public and private sources.
- Demonstrated ability to secure contributions.
- Ability to successfully communicate verbally and in writing in a manner that is diplomatic, persuasive, mission-focused, and donor-driven
- Ability to proactively organize, plan, prioritize, track and multi-task projects without close supervision.
- Ability to actively listen and synthesize information.
- Commitment to accuracy and attention to detail.
- Experience with computer software including MS Office Suite and database management (preferably CRM platforms).
- Available to work weekends and evenings as necessary.



**To Apply:**

Cover letter, resume, and references may be sent to:

[employment@everhart-museum.org](mailto:employment@everhart-museum.org) with "Director of Development" in the subject line.

*We are an at-will, equal opportunity employer committed to excellence through diversity and do not discriminate on the basis of sex, race, color, age, religion, national origin, disability, sexual orientation, veteran status, or any other legally protected characteristic, in employment or other programs.*