

**Cayuga Museum of History and Art
Director of Development and Outreach**

The Cayuga Museum of History and Art, which includes the Case Research Laboratory and Carriage House Theater, invites applications for a full-time position for a Director of Development and Outreach.

Position Summary:

The Director of Development and Outreach is responsible for planning, cultivating, implementing, and supervising all aspects of the Museum's fundraising and marketing programs, as well as developing creative opportunities for community engagement.

Reporting directly to the Executive Director, the successful candidate will be a hands-on and participative manager, working closely with the Board of Trustees and staff. As one of two full-time staff members, this a newly created position at the Museum and the ability to self-start is a must.

Review Date:

Review of applications will begin March 8, 2019 and will continue until the position is filled.

Salary Range: \$36,000 - \$40,000

Responsibilities include but are not limited to:

Fund Development

- Manage annual fundraising schedule and activities.
- Revamp and grow membership program.
- Research and prepare grants supporting operations and strategic initiatives.
- Steward and expand relationships with corporate funders and sponsors.
- Develop creative revenue producing initiatives.
- Engage key stakeholders to raise the Museum's visibility and attract more prospective donors to the Museum.

Community Engagement

- Work with Board and staff to develop and implement a comprehensive strategy for creating community programs and partnerships.
- Build, maintain, and invigorate mutually beneficial relationships with cultural and community organizations to expand the reach of museum programs through strategic partnerships.

Marketing & Public Relations

- Increase visibility, engagement, and revenue growth through social media, website, and other marketing materials as needed.
- Reinvision and oversee branding to refine and strengthen institutional identity and image.
- Write press releases, manage calendar and events listings in support of Museum exhibitions, programs, and other initiatives.

Management

- With the Executive Director, co-manage the Carriage House Theater and all related activities.
- Work with Executive Director to develop and manage volunteer program.

Required Qualifications

Bachelor's degree, minimum of two years related experience in non-profit fund development, ability to work weekends and evenings; flexibility and adaptability in schedule, valid driver's license, and proficiency in Adobe InDesign and Photoshop. The ability to lift up to 50 pounds is required, as candidate will be responsible for assisting with exhibition installation as needed, and event management.

Preferred Qualifications

Excellent organizational, interpersonal, and verbal and written communication skills. Strong project management skills; the ability to see projects through from concept through delivery. Experience with web editing, e-mail services, and Google Analytics a plus. Experience working in museums and/or cultural institutions is preferred.

The Cayuga Museum reserves the right to modify job duties or job descriptions at any time. *We are an equal opportunity employer, dedicated to a policy of nondiscrimination in employment on any basis including race, creed, color, age, sex, religion or national origin.*

To Apply

Applications should include the following: cover letter, resume, writing sample, and three professional references. Applications should be submitted via email to Kirsten Wise at kirsten@cayugamuseum.org. No phone calls please.