

Job Title: Director of Advancement
Location: Heritage Museum of Newaygo County
Reports to: Board of Trustees

The Mission of HMNC is to collect, preserve, and share Newaygo County's history and culture.

Key Responsibilities

Development & Community Engagement

- Build and maintain strong relationships with current and potential donors, sponsors, and community partners to ensure continued support for the museum's programs and initiatives.
- Oversee the planning and execution of annual fundraising campaigns, membership drives, and special events.
- Develop and implement strategies for increasing public awareness of the museum's mission, exhibitions, and community impact through targeted marketing and outreach.

Grants & Fundraising

- Manage and cultivate, working closely with the Executive Director, the museum's grant development process, from identifying and applying for funding opportunities to fostering relationships with funding agencies and reporting on grant outcomes.
- Develop and implement strategies for corporate, government, and foundation fundraising, including writing compelling proposals and securing long-term partnerships.
- Work closely with the Executive Director and Board to identify and engage potential individual donors and sponsors.
- Collaborate with the Executive Director and other team members to align fundraising efforts with the museum's programmatic goals and strategic vision.

Marketing & Communications

- Direct the museum's marketing strategy to increase visibility, enhance community engagement, and drive attendance to exhibitions, gift shop sales and programs.
- Oversee the creation and distribution of marketing materials, including print and digital media, social media campaigns, newsletters, and press releases.
- Coordinate with the Executive Director to ensure consistency in messaging and branding across all museum communications.
- Understand community interests and needs and develop marketing strategies, messages, vehicles and calendar in accordance.

- Collaborate with external partners and media outlets to enhance the museum's profile and reputation within the broader community and cultural sector.

Leadership

- Foster a collaborative and inclusive organizational culture that supports the museum's mission and goals.
- Work closely with the Executive Director and Board to implement long-term strategic and funding plans.
- Assist the Executive Director with museum rental events.
- Serve as an ambassador for the museum, representing the institution in public forums and with donors and supporters.

Finance & Budget Management

- Assist the Executive Director with the preparation, management, and monitoring of the museum's annual budget, ensuring efficient allocation of resources to meet operational and programmatic goals.
- Work with the Executive Director and Board Finance Committee to develop and implement financial strategies, forecasts, and annual reports.
- Adhere to generally accepted accounting principles (GAAP) and comply with all applicable tax regulations and non-profit standards.
- Monitor and report on fundraising goals, grant income, and other revenue streams to inform decision-making.

Qualifications

- Bachelor's degree in Business Administration, Arts Management, Nonprofit Management, or a related field preferred but not required.
- Minimum of 5 years of experience in a senior-level administrative or development role, ideally within a small-to-medium-sized nonprofit, cultural institution, or museum preferred but not required.
- Strong financial management skills, including experience with budgeting, forecasting, and financial reporting.
- Proven experience in fundraising, including grant writing, donor cultivation, and managing fundraising campaigns.
- Exceptional organizational skills, attention to detail, and ability to prioritize and manage multiple tasks in a fast-paced environment.
- Strong written and verbal communication skills, with the ability to engage a diverse range of stakeholders, from Board members to donors, staff, and community partners.
- Experience fostering a positive, team-oriented work environment.
- Proficiency with financial software, fundraising platforms, and office productivity tools (e.g., Microsoft Office, QuickBooks, Canva, etc.).

Preferred Skills & Experience

- Knowledge of museum operations and best practices.
- Familiarity with museum-specific grants and funding sources.
- Experience with both print and digital marketing.
- Strong connections within the local arts, business, and philanthropic communities.

Physical Requirements

- Ability to occasionally lift and carry items up to 20 pounds.
- Comfortable working in various environments, including office spaces and museum galleries.
- Ability to attend evening or weekend events, as required for development activities and museum programs.

Compensation & Benefits

- \$63,000 - \$68,000 a year.
- Flexible/hybrid work schedule. Willing to consider part-time.
- Paid time off.
- Healthcare center membership (individual or family).

How to Apply

Interested candidates should submit a resume, cover letter, and at least three professional references to HMNCJobs@gmail.com.

Deadline: January 9, 2025

Heritage Museum of Newaygo County is an equal opportunity employer.