

CALIFORNIA STATE RAILROAD MUSEUM FOUNDATION (CSRMF)

Position: Director of Development

About the Foundation and this Opportunity

The California State Railroad Museum Foundation is a proud partner of California State Parks, supporting the California State Railroad Museum in Sacramento and Railtown 1897 State Historic Park in Jamestown, California. The Foundation and Museum are at a major inflection point as we work with Parks to help make the Museum a laboratory of learning, a museum without walls, a place of community, and a museum of, by, and for the extended community.

Over the past two years, we have focused our efforts on building partnerships with educational, cultural, and industry leaders. We have partnered with groups such as the Silk Road Ensemble, the Great Wall Youth Orchestra, and with the Lemelson-MIT Center, with which we will launch an invention focused STEM education program in the latter half of the year.

In partnership with State Parks, the Foundation runs two interpretive railroads in Sacramento and Jamestown, operates three museum stores, runs the membership program for our two partner properties, advocates for California State Parks, provides marketing support, and supports several positions working in the Museum and the historic Sacramento Southern Pacific Shops. The Foundation generated more than \$6 million in revenue in 2023 and has significant reserves.

While the Foundation has a strong earned revenue model, it lacks a robust contributed revenue stream. We are seeking a Director of Development to join our team to reimagine and build our fund development department and programs.

Your Role and Responsibilities

As the Director of Development, you'll bring your unique skills and vision to our team. You'll be leading the charge in expanding our fund development department and programs. This role is a blend of creativity, strategy, and leadership, and you'll be working closely with the CEO, and COO.

Here's a glimpse of what you'll be doing:

- Spearheading all development initiatives and projects.
- Overseeing the Membership Department, including sales efforts and communication.
- Identifying and securing new funding sources, with an emphasis on major and planned gifts.
- Building and maintaining relationships with donors and community members.
- Overseeing gift processing, donor recognition, and related financial reporting.
- Building relationships with various constituencies to advance the mission and fundraising goals for the Museum and Railtown.

Who We're Looking For

We believe you're the ideal candidate if you have:

- A proven background in fund development, preferably in a similar role.
- A minimum of ten years in a supervisory position.
- Experience in donor cultivation, gift solicitation, and stewardship.
- Exceptional organizational skills and the ability to juggle multiple priorities.
- Strong budgeting skills and a detail-oriented approach.
- Excellent communication skills, both written and oral.
- Proficiency in modern office tools, including M365 and Donor Perfect (a plus).
- Experience working with volunteers.

What We Offer

The salary range for this position is \$90,000 – \$110,000 annually. We also offer a comprehensive benefits package, including three weeks of paid vacation, medical, vision, and dental insurance, and a 401k retirement plan.

Physical and Other Requirements

This role is primarily office-based with standard physical demands and occasional lifting. The ability to climb on and off railroad passenger equipment is required. Flexibility to work on weekends and holidays is appreciated as several of our major events fall on weekends. Occasional travel will be required.

Instructions to Applicants

Please email a cover letter and resume to Tim Schroepfer, President & CEO (careers@csrmf.org) by February 11.

Non-traditional applicants are highly encouraged to apply.