CALIFORNIA STATE RAILROAD MUSEUM FOUNDATION (CSRMF)

Director of Development

DESCRIPTION
The CSRMF Director of Development reports to the President and CEO and works closely with State Parks staff, Foundation staff and volunteers. The Director of Development supervises the Membership Department and provides senior executive leadership to the Membership Coordinator and the staff. The reporting location is 106 K Street, Suite 200 in Old Sacramento and complimentary daily parking is available directly behind the California State Railroad Museum in Sacramento, California. Responsibilities include coordinating and implementing all development programs of the Foundation to support the California State Railroad Museum and Railtown 1897 State Historic Park. These include supervision of the membership program; preparation and submission of grant proposals; design and execution of capital campaigns; Big Day of Giving; Iron and Poppy Campaign and End of Year Campaign.

EXAMPLES OF ESSENTIAL DUTIES
The following are the duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level.

- Plan, develop, coordinate and lead all development projects
- Prepare grant applications in consultation with the Museum and Railtown staff,
- Supervise Membership Coordinator and all membership sales efforts and member communication
- Cultivate and grow the Corporate Membership Program
- Aggressively seek new funding sources with a focus on major gifts, planned gifts and grants
- Support the expansion of the C.P. Huntington Society
- Serve as lead staff member to the Fund Development Committee of the Foundation Board of Directors
- In coordination with the Foundation Director of Events and Marketing, solicit sponsors for many Foundation special events
- Ensure stewardship of past, current and prospective donors through personal visits, articulate correspondence, timely gift acknowledgments and follow-through
- Supervise the management of gift processing and donor acknowledgment, the donor database and financial reporting
- Build relationships with community stakeholders to advance the mission and fundraising goals for the Museum and Railtown
Our preferred candidate will possess the following qualities:

- Bachelor's degree in a related field plus 15 years' experience
- At least five years supervisory experience
- Proven track record of development success, particularly by securing major gifts from individuals, foundations and corporations, the successful management of campaigns
- Has extensive experience cultivating donors, soliciting gifts and stewarding donors
- Strong organizational skills and ability to balance multiple priorities in a complex environment
- Strong budgeting skills
- Must be highly organized and detail-oriented and be a role model for the membership team
- Must be able to respond to changing situations in a flexible manner to meet current needs
- Must have excellent interpersonal, supervision, administration and management skills
- Must have excellent written and oral communications and public speaking skills with an emphasis on interpersonal relationship
- Prior capital campaign experience is preferred
- Proficient with modern office equipment and computer experience, including scanning, printing, electronic document classification, word processing, spreadsheet, presentation, accounting and database software and internet research skills

Benefits package includes three weeks of paid vacation, medical, vision and dental insurance and a 401k retirement plan.

Physical Requirements:
Work is performed in a typical office environment. (1) Mobility: frequent use of keyboard; frequent sitting for long periods of time; occasional bending or squatting. (2) Lifting: frequently up to 10 pounds; occasionally up to 25 pounds. (3) Vision: constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. (4) Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching. (5) Hearing/ Talking: frequent hearing and talking, in person and on the phone. (6) Emotional/ Psychological: frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone. (7) Environmental: frequent exposure to noise.

Other Requirements

Must be willing to work occasional weekends and holidays.

Instructions to Applicants

Please email a cover letter, resume and salary expectations to Cheryl Marcell, President and CEO (cmarcell@csrmf.org) by October 25, 2019.