



## JOB POSTING

Date: April 2008

Job Title: **Development Manager**  
Supervisor's Title: Vice President of Development  
Supervision of: Interns, freelance grants writer/researcher  
Classification: Exempt

### **ORGANIZATION SUMMARY:**

The Frank Lloyd Wright Preservation Trust, based in Oak Park, IL, operates two internationally known house museums and is recognized as a leader in the restoration and preservation of historic sites, education, research and museum retailing.

### **Work Summary:**

Works with a five-member development team to implement a multi-pronged strategy for substantially increasing philanthropy to the Preservation Trust. Under the direction of the vice president for development, the development manager will be the lead staff member for (1) increasing revenue through improved corporate and foundation relations, (2) enhancing day-to-day operations of the development department to increase departmental efficiencies, and (3) implementing technology upgrades with the goal of seamless services for all constituents.

### **Duties: Management**

1. Coordinate multifaceted fundraising strategies and ensure the implementation of the annual work plan to achieve philanthropic income goals.
2. Serve as lead development staff member on a new organizational-wide IT initiative, which seeks to significantly upgrade database(s), software, and IT systems.
3. Create and maintain productive relationships with other museum departments; work on cross-departmental events, projects, processes, and publications.
4. Play an active role in maintaining a cohesive and goal-oriented development team, which includes the vice president of development, a membership manager, a development assistant, special event manager and Wright Plus coordinator.
5. Monitor development budget.
6. Ensure that museum leadership receives accurate and timely reports, analysis, presentations, and information on fundraising efforts.

### **Corporate and Foundation Relations**

7. Serve as departmental leader to increase funding and sponsorship from corporate, foundation, and government funders:
  - a. Serve as the primary relationship manager for organizational donors.
  - b. Work closely with colleagues and/or freelance grants writer to identify prospects.
  - c. Research trends, develop strategies, and pursue prospective funders.
  - d. Responsible for the writing and timely submission of funding proposals and reports, which may at times include assistance from development assistant and/or freelance grants writer.

- e. Work with development assistant and/or freelance grants writer to produce corporate, foundation, and government giving calendar.

### **Capital Campaign**

- 8. Provide daily support and coordination of the Robie House Centennial Campaign:
  - a. Ensure that volunteer and staff solicitors have the information they need to be successful.
  - b. Develop tracking methods and procedures.
  - c. Ensure that proper record-keeping and donor recognition and fulfillment occurs.
  - d. Develop reports and analysis on the campaign's progress.

As a team member of the Preservation Trust, demonstrate positive interpersonal skills that promote open communication, friendliness, respect for all positions, maintenance of confidentiality and success of the organization.

Perform other duties as assigned.

### **QUALIFICATIONS:**

Seeking a well-rounded development professional with a proven track record executing several of the following: grantsmanship, annual giving, corporate sponsorship, major gifts, or database/systems management. Prior fundraising database experience required. Some prior supervisory and budget management experience highly desirable. Knowledge of MS Office software and ability to master other software programs as needed. Must be self-directed, creative, energetic, flexible, and organized with excellent communication skills. Bachelor's Degree

### **TO APPLY:**

Applications must include cover letter, resume, and salary requirements to be considered. Only materials sent by email will be accepted and can be sent to [development@gowright.org](mailto:development@gowright.org). Indicate *Senior Development Manager* in the subject line of the email. Deadline for applying is May 15, 2008. Position begins as soon as possible. No phone calls please. EOE