The Chester County History Center –CCHC- seeks an energetic and detail-oriented **Manager of Development** to manage the operations of the Development Department with focus on overseeing the Membership program. This is a full-time, salaried position, reporting to the Director of Development.

CCHC is responsible for three centuries of history through the preservation of documents, photographs, and newspapers in our research library and photo archives, our interactive 5,000 sq. ft. exhibit: *Becoming Chester County*. The History Center also provides year-round youth and adult education programs accessible to all community members. We are located in downtown West Chester, PA.

To apply for this position, please e-mail your **cover letter** and **resume** to Pachy Banks-Cabral, Director of Development, with the subject Manager of Development to **pbanks@mycchc.org** by 11/11/22.

**JOB DESCRIPTION**

The Manager of Development plays a key role in achieving the Chester County History Center’s fundraising goals by overseeing the Membership program, including overall strategic planning, management, growth, reporting, analysis, and communications. The Manager of Development participates in development efforts including fund-raising campaigns, corporate giving, grant writing and management, and special event coordination. This position works closely with members, donors, corporate partners, and volunteers.

**KEY RESPONSIBILITIES**

- Develop and implement plans for Membership acquisition, retention, and upgrades to meet or exceed annual Membership revenue budget and goals.
- Manage monthly Membership renewal mailings and communications.
- Work with multiple departments to create cultivation plans that include special programs, tours, and other events for members.
- Prepare analytical reports to measure the results of Membership campaigns, retention, and growth.
- Serve as the primary contact for all members.
- Work with the Director of Development to manage fundraising efforts, including individual and institutional giving.
- Manage gift processing and acknowledgment process.
- Maintain and build ongoing, positive relationships with donors, constituents, and partners.
- Work with the Director of Development to set goals and develop strategies to expand funding sources and increase revenue.
- Manage individual and corporate memberships including processing and member communications.
- Ensure all commitments to donors and partners are fulfilled through on-going communication, follow-up, and outreach.
- Participate in developing, managing, executing, and analyzing fundraising events.
Independently lead projects from beginning to completion.

Collaborate in a small team setting with willingness to assume a variety of roles.

Perform other duties as assigned/required.

QUALIFICATIONS

- 3+ years of professional-related experience in membership, development, fundraising management, or equivalent
- Passion for CCHC’s mission, history, historic preservation, and education
- Experience with Membership management
- Experience with gift solicitation
- Demonstrated ability to work independently, have initiative, and contribute to a cohesive team
- Highly organized and committed to quality of work
- Exceptional interpersonal and analytical skills
- Demonstrated ability to successfully manage multiple priorities and meet deadlines
- Results and detail oriented with a desire to attain new goals each year
- Proficient with fundraising databases, DonorPerfect preferred. Experience with Microsoft Office Suite with an emphasis in Excel
- Grant writing experience a plus
- Energetic, self-motivated, flexible, and with a good sense of humor

CCHC is an Equal Opportunity Employer and we are committed to diversity and equal opportunity in our recruitment and hiring. Qualified candidates of all backgrounds are welcome and encouraged to apply for this position.

COMPENSATION

Salary range of $45,000 - $55,000 based upon experience. PTO and health benefits.