Development and Community Partnership Manager, Dyckman Farmhouse Museum Alliance
Compensation: $50,000 Annually, plus benefits

The Dyckman Farmhouse Museum Alliance (DFMA) is looking for a full time Development and Community Partnership Manager. The Alliance's mission is to promote the historic site's preservation, to be a catalyst for engaging, adventurous programming, and to be a good neighbor and a dynamic community resource. DFMA is seeking a highly motivated, creative, and detail-oriented individual to carry out the Museum's development plan, develop earned income streams, and strengthen and diversify community partnerships. This is a hybrid remote/in-person position due to the current state of the COVID-19 pandemic. In-person time at the museum will be set at a time that is safe for all personnel.

Description
The DFMA Development and Community Partnership Manager will help to amend and carry out a full development plan set by the Museum’s Director, write grants for new and recurring initiatives, and engage the local community in beneficial partnerships to benefit the museum’s fundraising and programs. Because the institution is small, DFM staff have a variety of duties on a daily basis. The scope of work for this position will include, but may not be limited to:

- Work with the Director of the Museum to adjust and carry out the annual fundraising plan.
- Write grants, grant reports, and manage the grant writing calendar.
- Conduct research to identify new funders and funding streams.
- Create and disseminate a year end appeal for individual funding.
- Meet with potential funders alongside the Director of the Museum.
- Maintain and manage crediting of private, corporate, and institutional donors.
- Collaborate with Museum staff on ideas for earned income streams
- Engage and meet with community partners to strengthen old and forge new relationships that help the Museum to carry out its mission.
- Engage with visitors during open business hours and manage the site when needed.
- Generate reports and information about fundraising and community partnerships as needed.
- Oversee, expand, and support corporate and individual volunteers.
- Assist with in person programs and events.
- Assist with administrative work as needed.

This opportunity is partially remote, and the individual will work off-site for a portion of the placement; applicants must have reliable access to the internet. There will be days when the individual will be required to be onsite. Most training, supervision, and communications will occur online. Depending on the project, the individual will work closely with the museum’s Executive Director, Digital Content and Programs Coordinator, and Director of Education using video conferencing (Google Meet and Zoom), email, and chat. The successful candidate will have the opportunity to participate in webinars and other virtual and in person professional development programming for museum professionals. This is a full time permanent position.
Qualifications

- A successful candidate should hold a graduate degree in Museum Studies, NonProfit Management or related field.
- It is preferable that the applicant be a local resident with a firm understanding of the neighborhood that the museum serves.
- Excellent attention to detail, ability to work independently, good time management, and strong interpersonal, research, organizational, and writing skills.
- Proficient in various software platforms and digital services, including Adobe, Microsoft Word, Google Suite and Customer Relationship Management Databases.
- Passion for our mission and commitment to community programming and equality.
- Familiarity with nonprofit organizations, computer visualizations, and underrepresented communities is desirable.

To be considered for this position, you must submit a resume, writing sample, and letter of interest (in PDF format) that best showcases your qualifications for this position to director@dyckmanfarmhouse.org. Incomplete applications will not be considered.

###

The Dyckman Farmhouse Museum Alliance considers all applicants for employment without regard to race, color, religion, sex, sexual orientation or gender identity, national origin, age, disability, or status as a Vietnam-era or special disabled veteran in accordance with federal, state, and local laws. In addition, DFMA complies with applicable federal, state, and local laws prohibiting discrimination in employment in every jurisdiction in which it operates. DFMA also provides “reasonable accommodations” to qualified individuals with disabilities, in accordance with the Americans with Disabilities Act and applicable state and local laws. All interested individuals, regardless of background, are encouraged to apply.