



Manager of Development Washington County Museum of Fine Arts

The Opportunity

The Washington County Museum of Fine Arts (WCMFA) in Hagerstown, Maryland seeks an organized, strategic, collaboratively-spirited Manager of Development to lead the museum's annual operational fundraising program. The Manager of Development will manage grant writing and reporting, corporate and foundation sponsorships, the annual fund, the membership program, and the museum's slate of fundraising events, while helping build a strong culture of philanthropy across the organization.

The Manager of Development will be part of a team committed to elevating the regional reputation of the museum while contributing to the city's revitalization, and maintaining the museum's stature as a cornerstone for arts and culture in Hagerstown.

The successful candidate will bring an understanding of, and appreciation for, the unique role that the museum plays in the region and enthusiasm for the museum's potential to broaden its audience. The successful candidate will possess strong communication skills, sound financial and organizational judgment, and a passion for building lasting donor relationships. Diplomatic skill, discretion, and the ability to manage multiple deadlines simultaneously are essential. As a member of the museum's development team, the Manager of Development will report to the Executive Director and will work closely with the museum's Campaign Manager to ensure that annual fundraising and capital campaign activities are coordinated and mutually reinforcing. The Manager of Development will supervise the full-time Development & Visitor Services Coordinator.

Salary range: \$57,000–72,000, the final offer will be based on experience and internal equity within the organization.

This is a full-time (min. 35 hours per week) exempt position, weekend work and evening hours required.

This position is eligible for a flex work schedule (subject to change), with a minimum requirement of three work days in the office each week, and attendance for certain after-hours programs and events. In-office attendance may be required during certain periods. The museum conducts pre-employment background checks and drug testing as part of our selection process.

WCMFA is an Equal Opportunity Employer committed to fostering a workplace culture of accessibility, inclusion, diversity, and racial equity and urges qualified diverse applicants to apply.

Benefits include: medical, dental, and vision insurance options. 403(b) retirement plan with generous employer match and contributions. Employee Assistance Program (EAP), life and disability insurance.

All applications must be accompanied by a cover letter and résumé. Cover letters should be responsive to the responsibilities and qualifications stated in this position description.

Email materials to info@wcmfa.org. Subject line: **Manager of Development Search.**

Application deadline: **August 28, 2026**

About the Washington County Museum of Fine Arts

Founded in 1931, the Washington County Museum of Fine Arts (WCMFA) is a premier regional fine art museum. Accredited by the American Alliance of Museums, and with a collection of more than 8,000 objects, WCMFA is the only fine art museum within a 65 mile radius. Free to the public, the museum has an ambitious schedule of temporary exhibitions, classes, lectures, concerts, and online interpretive programs. The permanent collection has strengths in American art, Old Masters, and art of world cultures. A beloved community resource, located on the lakefront in historic City Park in Hagerstown, Maryland, the museum has served seven generations of local residents, and is considered one of the best small museums in America. The museum is raising funds for an ambitious expansion and has completed the schematic design phase of planning.

WCMFA is an equal opportunity employer, committed to providing employment opportunities to all qualified applicants without regard to race, color, religion, age, sex, sexual orientation, gender identity, national origin, disability or protected veteran status. The Museum is a private, non-profit 501c3 institution with an annual budget of approximately \$1.7 million.

Job Summary

The Manager of Development works in partnership with the Executive Director to meet the museum's annual operational fundraising needs through grant writing and reporting, corporate and foundation sponsorships, the annual fund, membership, and fundraising events. This role builds and sustains the systems, calendars, and relationships that support consistent annual giving to the museum, and coordinates closely with the Campaign Manager so that annual and capital fundraising efforts do not compete for the same donors or dates.

Responsibilities

Administrative

- Collaborate with the Executive Director and Director of Operations & Finance to establish fiscal goals and revenue projections for annual giving; prepare annual departmental budget projections and adhere to budget.
- Ensure that fundraising activities align with the museum's exhibition and events calendars.
- Present regular progress reports on fundraising goals to the Executive Director and the Board Development Committee.
- Oversee accurate donor database management, gift entry, and acknowledgement processes for annual fund, sponsorship, and grant-related gifts.
- Supervise the Development & Visitor Services Coordinator and help coordinate volunteer support for fundraising and membership activities.
- Work with the Manager of Marketing and Publications to develop, produce, and distribute development communications and materials.
- Establish and maintain the annual fundraising calendar, including grant application and reporting deadlines and event dates.
- Coordinate regularly with the Campaign Manager to keep annual and capital fundraising activities aligned and appropriately sequenced with shared donors.
- Serve as Manager-on-Duty on a rotating basis to cover weekend museum hours.

Grant Writing & Reporting

- Research, write, and submit grant proposals to private foundations, corporations, and government sources supporting exhibitions, programs, and general operations.
- Track grant application and reporting deadlines; prepare timely, accurate reports for funders.
- Research potential new sources of grant funding.

Sponsorships

- Cultivate and solicit corporate sponsorships for exhibitions, programs, and events.
- Develop sponsorship packages and benefit levels; ensure fulfillment of sponsor recognition commitments.

Annual Fund

- Plan and execute the annual fund campaign, including direct mail, digital appeals, and donor segmentation strategies.
- Set and track annual giving goals; report results regularly.

Fundraising Events

- Plan, organize, and logistically manage the museum's annual slate of fundraising events, from signature fundraisers to smaller cultivation events, including budgeting, vendor coordination, invitations, and day-of logistics.

Membership

- Energize and grow the membership program: create and implement membership campaigns, evaluate and administer membership benefits, and plan members' events, in collaboration with the Development & Visitor Services Coordinator.

Collaboration / Teamwork

- Promote a culture of philanthropy among staff, board, and volunteers.
- Attend regular staff and project meetings; support strategic planning as it relates to development.
- Serve as a visible ambassador for the museum in the community.
- Supervise and mentor interns and volunteers as necessary.
- Identify additional annual revenue strategies to support the museum's growth and sustainability.

Qualifications**Required**

- Bachelor's degree or equivalent combination of education and experience.
- Minimum of 3 years of fundraising experience in a nonprofit, arts, museum, or related setting.
- Grant writing and reporting experience required.
- Experience planning and executing fundraising events.
- Strong interpersonal and organizational skills, with excellent written and oral communication.
- Proficiency with donor database systems (Veeva or Salesforce CRM preferred).
- Experience working with board members, senior management, and volunteers.

Preferred

- Master's degree in nonprofit management, arts administration, business, or a related field.
- Knowledge of museums, art galleries, or related educational or cultural institutions.
- Familiarity with the Mid-Atlantic philanthropic and grantmaking landscape.
- Experience managing a membership program.
- CFRE

Physical Requirements

- Mobility to work in an office setting and use office equipment; travel offsite and to different locations; ability to understand printed materials.
- Ability to see, listen, and talk for extended periods in person, over the telephone, and on the computer.
- Visual acuity: color perception, close vision, accurate depth perception, and distance vision.
- Very frequent sitting, standing, and walking.
- Ability to lift up to 15 pounds, pushing and pulling, keyboarding and gripping.