HISTORY
JACKSON
HOLE

Development Manager

Position Announcement | October 2026
Full-Time | Jackson, WY | $65,000 - $72,000

Position Overview

History Jackson Hole seeks an enthusiastic, collaborative, and motivated Development Manager to help grow Museum's fundraising efforts and build lasting relationships with donors and community supporters during an exciting period in the organization's development.

Following the 2024 opening of our new History Museum in downtown Jackson, History Jackson Hole is focused on building the philanthropic support necessary to sustain the Museum, strengthen our programs and collections, and invest in the organization's long-term future. The Development Manager will play an important role in cultivating and stewarding individual donors, growing major gifts, expanding sustainable giving programs, securing grant funding, and supporting fundraising efforts for the Museum's annual benefit.

Working closely with the Executive Director, the Development Manager will identify and cultivate prospective donors, deepen relationships with existing supporters, and create meaningful opportunities for people to invest in History Jackson Hole's mission. Fundraising efforts will support the Museum's three primary annual campaigns, Old Bill's Fun Run, the Year-End Campaign, and Spring Campaign, as well as specific exhibitions, collections projects, education initiatives, and other organizational priorities.

The Development Manager reports directly to the Executive Director and does not have direct reports. As part of a small, collaborative team, this position works closely with Museum leadership, staff, and Board members to advance shared fundraising goals. Routine gift entry, donor reporting, membership communications, and marketing production are supported by other staff. Grant writing and reporting are also collaborative efforts, with responsibilities shared across staff depending on the project. This structure allows the Development Manager to prioritize donor relationships while playing an active role in fundraising campaigns, grant development, and other initiatives.

We welcome candidates with strong relationship-building and communication skills who are enthusiastic about developing their fundraising experience and growing professionally alongside the organization.

HISTORY JACKSON HOLE

Roles & Responsibilities

Major Gifts, Campaigns, & Donor Relations (30%)

- Partner with the Executive Director to identify, qualify, cultivate, solicit, and steward major donors, including individuals, businesses, and other philanthropic supporters.
- Collaborate on the strategy and implementation of History Jackson Hole's three primary annual fundraising campaigns: Old Bill's Fun Run, the Year-End Campaign, and Spring Campaign.
- Help develop and execute plans to secure leadership gifts in advance of campaigns, including personalized outreach and follow-up with priority donors and prospects.
- Co-design strategies for specific Museum priorities and projects, including exhibitions, collections initiatives, and education programs.
- Build and maintain meaningful relationships with donors through meetings, calls, Museum visits, events, and other personal engagement.
- Coordinate donor meetings and work with the Executive Director and Board members on preparation, solicitation strategies, and follow-up.
- Participate in donor solicitations, with opportunities to develop increasing responsibility and confidence in making asks independently.
- Help develop compelling cases for support that connect donor interests with Museum priorities, including exhibitions, collections initiatives, and educational programming.
- Enhance donor stewardship and recognition efforts to encourage long-term engagement and increased giving.
- Maintain accurate records of donor relationships, interests, communications, and next steps in the Museum's CRM.

Sustainable Giving Programs (20%)

- Partner with the Executive Director to develop and implement strategies that encourage long-term and sustainable philanthropic support.
- Help secure multi-year donor commitments and strengthen the Museum's existing sustainable giving program.
- Support the development of a planned giving program, including identifying prospective legacy donors and creating appropriate cultivation, recognition, and stewardship opportunities.
- Coordinate meaningful engagement opportunities for Hole History Society members and other long-term supporters throughout the year.

Annual Benefit & Donor Events (20%)

- Co-develop and manage fundraising efforts for History Jackson Hole's annual benefit "The Eras Party", including sponsorships, donor engagement, and event-related fundraising.
- Cultivate and steward event sponsors, attendees, and prospective donors before and after the event.
- Work collaboratively with Museum staff and event partners on event planning, communications, design, logistics, and execution.

- Coordinate smaller donor cultivation and stewardship opportunities throughout the year, including exhibition previews, special tours, receptions, and other gatherings.
- Track fundraising results and help evaluate opportunities to strengthen the annual benefit and donor events from year to year.

Grants & Foundation Relations (20%)

- Research and identify grant opportunities aligned with the Museum's mission, programs, and funding priorities.
- Work with the Executive Director to prioritize grant opportunities and develop funding strategies.
- Write and submit grant letters of inquiry, proposals, applications, and reports, collaborating with and drawing on support from other Museum staff as appropriate.
- Coordinate grant development and reporting across departments, including gathering project information, budgets, outcomes, and supporting materials.
- Maintain a grant calendar and track application deadlines, reporting requirements, award decisions, and funding commitments.
- Help cultivate and steward relationships with foundation representatives and institutional funders.

Development Strategy & Organizational Engagement (10%)

- Work with the Executive Director to develop and implement an annual fundraising plan with clear goals, strategies, timelines, and responsibilities.
- Collaborate with communications and operations staff on annual giving appeals, donor communications, campaign materials, gift processing, and reporting.
- Monitor progress toward fundraising goals and help prepare regular development updates and projections for the Executive Director and Board.
- Work with the Executive Director to meaningfully engage Board members in donor introductions, cultivation, stewardship, and fundraising.
- Participate in Development Committee meetings and coordinate appropriate follow-up.
- Collaborate with Education, Exhibits, Collections, Communications, and Operations staff to understand organizational priorities and identify opportunities for philanthropic support.
- Participate in regular staff meetings, organizational planning, and other Museum initiatives.

Other Requirements

- Some evening and weekend work is required, particularly for the annual benefit, donor cultivation opportunities, and other Museum events.
- Ability to attend donor meetings and events throughout the Jackson Hole community.
- Ability to maintain confidentiality and exercise discretion when working with donor and financial information.

Schedule

Generally Monday–Friday with flexibility for meetings and events. Remote may be available when appropriate, although this position requires a meaningful in-person presence in Jackson Hole.

HISTORY JACKSON HOLE

Our Ideal Candidate

Experience & Qualifications

- Three or more years of professional experience in a relationship-focused role, such as nonprofit development, fundraising, community engagement, client relations, sales, or a related field.
- Demonstrated success building and maintaining meaningful relationships with donors, clients, community members, or other external stakeholders.
- Strong written and verbal communication skills, including the ability to communicate compellingly and persuasively with different audiences.
- Strong organizational skills and demonstrated ability to manage multiple relationships, projects, and deadlines simultaneously.
- Experience with fundraising events, sponsorships, or community engagement events.
- Grant writing experience preferred, or strong writing skills, and the ability to learn grant development and reporting processes.
- Familiarity with donor databases or CRM systems preferred.
- Experience collaborating with organizational leadership or Board members is a plus.
- Knowledge of Jackson Hole and its community is a plus.

Skills & Attributes

- Relationship-oriented and genuinely enjoys meeting people and developing connections.
- A thoughtful listener who is curious about people, their interests, and what motivates them to support an organization.
- Comfortable discussing philanthropy and enthusiastic about developing confidence and experience in making financial asks.
- Professional, personable, and able to represent History Jackson Hole effectively in the community.
- A strong writer who can communicate the Museum's mission and funding priorities clearly and persuasively.
- Highly organized with strong initiative, follow-through, and attention to detail.
- Proactive and resourceful, with an eagerness to learn, accept feedback, and grow professionally.
- Comfortable taking responsibility for assigned projects while working collaboratively with the Executive Director and a small nonprofit team.
- Flexible and able to manage multiple priorities in a dynamic environment.
- Enthusiasm for History Jackson Hole's mission and connecting people with the history and evolving story of Jackson Hole.

We recognize that successful fundraisers come from a variety of professional backgrounds. Candidates who bring strong relationship-building skills, initiative, and enthusiasm for our mission are encouraged to apply, even if they do not meet every preferred qualification.

Compensation

This is a full-time position (36–40 hours/week) with a salary range of $65,000-72,000, depending on experience. History Jackson Hole offers a competitive benefits package including health, dental, and vision insurance, retirement matching after one year of employment, and a flexible, collaborative work environment.

Recruitment Timing & How to Apply

The position will remain open until filled and candidates will be reviewed and considered on a rolling basisDesired onboarding timeline is January 2027.

Interested candidates may send a current resume and cover letter to Morgan Jaouen, Executive Director, at **morgan@jacksonholehistory.org.**

Our Story

At History Jackson Hole, we envision a community brought together, enriched, and strengthened by meaningful connections to the history and evolving legacy of Jackson Hole.

Through exhibitions, educational programs, community events, research, and stewardship of our collections, we connect people to the stories that have shaped this valley and region for more than 11,000 years.

Founded in 1958 by collector and western history enthusiast Slim Lawrence, alongside his friend and local businessman Homer Richards, History Jackson Hole has grown from a grassroots historical society into a vibrant nonprofit museum, archive, and educational center serving locals and visitors alike.

Today, History Jackson Hole is thriving in an exciting new chapter following the 2024 opening of our new History Museum in the heart of downtown Jackson. This follows the same organizational framing you're already using in the Education Director posting. Education Director 2026 The new Museum allows us to expand our exhibitions, educational programming, community partnerships, and public events while creating deeper opportunities for people of all ages to explore, discuss, and engage with Jackson Hole history.

As we continue to grow, we remain committed to preserving and sharing the stories, artifacts, and ideas that foster curiosity, connection, and lifelong learning, ensuring that the history of Jackson Hole continues to inform and inspire future generations.

Equal Opportunity & Inclusion

History Jackson Hole encourages individuals of all backgrounds to apply for this position. We are committed to fostering a workplace and community that values diversity, equity, inclusion, and belonging, and we recognize that varied perspectives strengthen our organization and our storytelling.