



Development Manager

Our Story

At the Jackson Hole Historical Society & Museum (JHHSM), we envision a community brought together, enriched, and strengthened by compelling connections to the history and legacy of Jackson Hole. JHHSM tells the stories of Jackson Hole that connect people to the history of this valley and region. We steward and share artifacts and ideas that foster curiosity and continual learning, forge connections, and inform our 21st century dialogue.

Founded in 1958 by collector and western history buff, Slim Lawrence, along with his friend and local businessman, Homer Richards, we are a nonprofit 501(c)3 museum, archive, and educational center providing resources on the last 11,000+ years of human presence in the Tetons. Jackson Hole history has shaped the contemporary local community, while also influencing regional, national, and international communities.

JHHSM has reached an exciting moment in its lifespan. We have a bold vision to create a new permanent home for our history in the heart of downtown Jackson. We are designing and building a new History Museum on the Block that will be a lasting landmark to showcase what makes Jackson Hole unique; a cultural center that brings people together to listen, explore, and learn. A place where these stories, and ones still in the making today, are told and where Jackson Hole history is carried forward for generations to come.

Position Overview

JHHSM seeks an organized and systems-oriented Development Manager (DM) to oversee the fundraising operations for JHHSM's dynamic and growing development program. The DM will be responsible for managing all elements of implementation of JHHSM's fundraising strategies and campaigns and ensure our fundraising systems enable JHHSM's external-facing fundraisers (Morgan Jaouen, Executive Director; Becky Kimmel, JHHSM's Director of Development; and the Board of Directors) maximize effectiveness. The person selected will report to the Executive Director, work in close collaboration with the Board, and receive periodic support and guidance from an outside consultant experienced in development strategy design, implementation, and fundraising skill-building.

Primary Duties and Responsibilities

Donor Cultivation and Stewardship

- Develop tactical action plans to engage donors and prospects, including planning fundraising campaigns, individual touchpoints, scheduling engagement, and ensuring external-facing fundraisers are prepared and supported in interacting with donors and prospects.
- Oversee implementation of the tactical action plans through project management.
- Host donor and prospect meetings, site-visits, and tours.
- Develop and track proposals and reports for all foundation and corporate fundraising.
- Work closely with the Communications Director to develop fundraising marketing materials.

Event Planning and Implementation

- Plan fundraising and stewardship events and oversee implementation.



- Coordinate venue booking, food and beverage, on-site set-up, and liaise with hosts.
- Produce invitations and coordinate distribution, track responses and attendance.
- Design and oversee run-of-show, coordinate staff and volunteer on-site support, produce and oversee event signage, collateral, and other materials.
- Track revenue, expenses, and manage event budgets.

Donor Data Analysis, Management, and Reporting

- Track donor and prospect outreach and activities in JHSM's constituent relationship manager (CRM), PastPerfect (or a different CRM in the future).
- Maintain current donor and prospect records in PastPerfect through regular updating.
- Generate outreach and activity reports, as well as segmented donor and prospect lists from PastPerfect.
- Analyze marketing software activity reports, Zoom attendance, and in-person event RSVP and attendance to track and report on donor and prospect engagement.

Donor Research and Prospecting

- Research donors and prospects to understand motivations, passions, and interests, as well as capacity and giving history.
- Prepare donor and prospect profiles to help external-facing fundraisers manage relationships and determine solicitation strategies.
- Identify donor prospects and support external-facing fundraisers in qualifying prospects.

Grant Management

- Assist Executive Director and other project leads with researching and writing grant applications.
- Maintain grants calendar and provide timely reporting and ensure compliance as required by grant award documentation.

Gift Processing

- Coordinate deposit procedure for physical checks and electronic transfers.
- Enter gift information into PastPerfect.
- Manage reporting schedule for grants.
- Prepare and send tax acknowledgement letters.
- Ensure external-facing fundraisers are supported in promptly thanking donors.

Progress to Goal Tracking and Administrative Oversight

- Analyze donor data to monitor progress and report on goals and benchmarks.
- Regularly report on team-wide progress to goals, helping to identify what is driving and impeding progress, help develop solutions to address gaps, and adjust course as necessary.
- Ensure high standards for fundraising systems and procedures, utilizing software and technology to maintain and leverage key donor data, donor and prospect reports and pipelines, moves management, event logistics, and tracking key performance indicators.
- Monitor development budget and spending.



Qualifications

Prior Experience

- Minimum two years of experience in executing fundraising strategies and campaigns or, if new to development, minimum of two years of experience developing and overseeing implementation of detailed project plans.
- Demonstrated track record of success in achieving goals through strategic outcome-oriented approaches.
- Strong understanding of and confidence with software and technology that manages and utilizes constituent information and team-member activities.
- Basic understanding of fundraising principles, techniques, and ethics.
- Bachelor's degree preferred.

Skills

- Must be able to work in a dynamic and shifting environment, have confidence taking initiative, and work effectively with different styles and personalities.
- Strong understanding of technology and its use in improving and maximizing operational efficiency across a team.
- Exceptional skills in collaborative, team-oriented tactical execution.
- Very organized, with a high attention to detail.
- Strong interpersonal, oral, and written communication skills.

Characteristics

- Passion for JHHSM's mission.
- Emotional and professional maturity.
- Ability to effectively work collaboratively with others.
- Proactive approach to problem-solving.
- Flexible, with a growth-mindset

Compensation

The position is full-time (30-40 hours/week). Salary for the position will be commensurate with the successful candidate's prior experience. Flexible schedule and work space.

Recruitment Timing

The position will remain open until filled.

Anti-Discrimination Policy and Commitment to Diversity, Equity, and Inclusion

JHHSM seeks individuals of all ethnic and racial backgrounds to apply for this position. We are committed to maximizing the diversity, equity, and inclusion in our organization, as we want to engage all those who contribute to this effort.

How to Apply

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