



The New Bedford Whaling Museum

The New Bedford Whaling Museum ignites learning through explorations of art, history, science and culture rooted in the stories of people, the region and an international seaport. Founded in 1903, the Museum seeks to advance understanding related to the influence of the whaling industry and the port of New Bedford on the history, economy, ecology, arts, and cultures of the region, the nation and the world. We tell the stories of the many diverse communities that shared in the creation of this history, through excellence in our collections, scholarship, and all forms of public engagement. The Museum is recognized as a compelling destination that inspires all visitors to reflect on the complex issues that shaped the past, remain critical today, and inform a sustainable future. Today, the Whaling Museum is a leader in the cultural landscape of the SouthCoast serving more than 100,000 visitors and offering engaging exhibitions, dynamic public programs and vibrant educational activities appealing to learners of all ages.

Manager of Donor Relations

The Manager of Donor Relations will report to the Director of Philanthropy and work closely with her to strengthen existing and build new relationships with individual donors and Museum members in support of our diverse and innovative exhibitions and programs, and for the maintenance of our unique collections and historic campus in the heart of downtown New Bedford. The Manager of Donor Relations will be an important member of an evolving Development team as the Museum pivots to meet challenges stemming from the COVID crisis, while continuing to move forward an ambitious strategic plan.

CORE RESPONSIBILITIES:

- Support the Director of Philanthropy in developing and maintaining a pipeline of donors and prospects, improving membership programs, and strategizing new ways to increase revenue;
- Maintain a small portfolio of first- and mid-level donors and members through research/discovery, cultivation, solicitation and ongoing stewardship;
- With the Director of Philanthropy and the Museum's Marketing team, develop and produce print and digital appeals and other donor communications;
- Develop and manage logistics for donor cultivation and member events, such as Behind-the-Scenes tours and webinars, Member events, and VIP elements of public programs;
- Maintain accurate and consistent individual donor records, queries and reports in the Museum's donor database, and run regular reports to track progress against fundraising and engagement goals;
- Accurately execute gift entry and acknowledgement letters;
- Provide additional support to the Director of Philanthropy, as needed.

REQUIRED SKILLS AND EXPERIENCE:

- At least three years of nonprofit development (or related) experience
- Ability to work effectively within a team and across departments to ensure deadlines are met
- Strong organizational skills, with a keen attentiveness to detail while meeting multiple deadlines
- Excellent written and oral communication skills

- Proficiency in donor database usage to track, manage, and analyze data (Raiser's Edge experience a plus)
- Comfort with working, collaborating, and being supervised remotely at times
- Ability to work occasional evenings or weekends, as needed, for donor and member events

TO APPLY

Send cover letter, resume and one writing sample to Emily Mead, Director of Philanthropy, at emead@whalingmuseum.org. No calls, please.

The New Bedford Whaling Museum is committed to diversity among its employees and encourages qualified candidates from all backgrounds to apply. Competitive salary and benefits package.