

Development Relationship Manager

Reports to: VP of Development

Status: Full-Time, Exempt

Hours: M-F, 9-5p (Adjustments may be needed in order to meet deadlines or attend meetings or special events.)

Job Summary:

The Development Relationship Manager is responsible for tracking and fulfilling donor and sponsor benefits for the Museum's major donors, the Visionary Society. Work with the President and CEO, other Development and Museum staff, and Board members to identify donors and monitor stewardship of them through the gifting process.

Essential Responsibilities:

- Work with the President and CEO and the VP of Development to identify major donor prospects and assist with planning their cultivation.
- Develop a donor portfolio system to manage prospect lists, donor files, letters and other forms of communication relating to ongoing or special development efforts while maintaining strict confidentiality in these efforts.
- Responsible for tracking and fulfilling sponsor and Visionary Society membership benefits.
- Process Visionary Society gifts.
- Process Visionary Society communications – renewal and thank you letters, emails, other communications.
- Schedule and/or coordinate cultivation and retention programs and activities for Visionary Society and Corporate membership.
- Develop and maintain thorough files of all activities.
- Assist VP of Development in launching and maintaining the Peoria Falcon Circle, the museum's planned gift society.
- Assist with other development and membership efforts.
- Other duties as assigned to aid operations of the development department and the Museum.

Job Qualifications:

- Bachelor's Degree.
- 1 year experience in fundraising.
- Knowledge of fundraising techniques and ethical standards.
- Excellent oral and written communication and listening skills.
- Strong data analysis skills.
- Ability to understand the needs and interests of major gift donors in order to develop relationships between them and the Museum.
- Strong organizational and time management skills.
- Ability to motivate volunteers to assist with fundraising efforts.
- Familiarity with Microsoft Office and fundraising software.

Essential functions (ADA):

- Ability to communicate and interact verbally, both in person and over the phone.
- Ability to use personal computers and other office equipment effectively.
- Repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers.
- Exerting up to 10 pounds regularly, up to 30 pounds of force occasionally and/or negligible amount of force frequently to lift, carry, push, pull or otherwise move objects, including the human body.
- Ability to climb stairs and/or ladders.
- Ability to sit for up to 4 hours at a time.
- Ability to stand/walk for up to 4 hours at a time during special events and/or assignments.
- Visual acuity to determine the accuracy, neatness, thoroughness of the work assigned.
- Requires the ability to travel to and from job location.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee, and may include other duties as assigned.

Reviewed by: _____ Date: _____

Mission

The only multidisciplinary museum of its kind in the nation, the Peoria Riverfront Museum is a community of visionary people dedicated to using art, science, history and achievement to inspire confidence, create a culture of life-long learning, and unleash the full talent and genius of every individual. The museum community is comprised of public visitors & members, board & advisory councils, Visionary Society donors & sponsors, civic leaders & community collaborators, students & educators, innovators & entrepreneurs, and volunteers & staff.