



SANTA CRUZ MUSEUM of natural history

Fund Development and Community Engagement Manager

Are you a confident fundraiser with experience sustaining a broad base of community support? Are you a creative leader with a personal or professional commitment to connecting people with nature and science to inspire stewardship of the natural world? Have you enjoyed the flexibility of working from home as an option? If so, come join our energetic team of staff and Board members at a pivotal point in our organizational history, as we continue to transform the museum into a dynamic, thriving learning center.

The Santa Cruz Museum of Natural History is widely respected for its dedication to connecting people with nature and science to inspire stewardship. Founded on the collection of naturalist Laura Hecox, it is the oldest public museum in Santa Cruz dating back to the early 1900s. The Museum features educational hands-on exhibits for children, families and adults who are curious about the world they live in and the natural history of our scenic location on California's Central Coast.

We have successfully navigated closure and shifting to continue service, ensured sound financial management, and proudly kept our entire team employed. Strong community support and fundraising has contributed to our resilience, and our fund development capacity is ready to grow. We are currently articulating a new strategic plan to emerge from this disruption and continue our revitalization to best fulfill our vision of becoming a regional leader in environmental education.

The museum has an operating budget of \$1.1M with broad community support – our revenue comes from donors, sponsors, members, earned income, and foundation support. We are located in Santa Cruz in a historic Carnegie Library adjacent to Tyrrell Park and Seabright Beach, overlooking the beautiful Monterey Bay. Learn more about our programs, collections, people, and impact by visiting our website at <https://www.santacruzmuseum.org>.

The opportunity

This is an exceptional opportunity to play a key role in our growth and new vision. Building upon a rich history, strong programs and partnerships, broad community support, a dedicated Board, and committed staff team, the incoming Fund Development and Community Engagement Manager will oversee the stewardship of our donor and foundation network and expansion of our funding strategies and partnerships that will allow us to connect donors to the tangible difference their contributions are making locally.

Ideal candidate

The Museum is seeking a collaborative and self-directed manager who will bring enthusiasm and their experience as a relationship builder, fundraiser, and strategic thinker to the work. The candidate should have a proven track record of attracting and sustaining a broad base of financial support as well as effective communication skills. Candidates should enjoy working in an organization that values teamwork and diversity.

The ideal candidate will possess many of the following skills and experiences:

- A proven track record of attracting and sustaining individual donor, foundation, and corporate support, preferably 3 years in a management position
- Exceptional communication skills - including public speaking, writing, and the ability to effectively represent the Museum throughout the community
- Effective interpersonal skills- team player, down-to-earth, diplomatic, and engaging
- Previous experience with or ability to quickly connect with Santa Cruz County funders and stakeholders who share in the Museum's commitment to natural science education and environmental stewardship
- Ability to attract, develop and retain staff and volunteers, as well as maintain a high level of performance to effectively utilize their talents
- Strong organizational skills and attention to detail
- Understanding of and commitment to the values, history, and mission of the Museum

In addition, the position requires that the candidate:

- Effectively utilize Microsoft Office Suite, web-based software, fund development database applications (experience with Raisers Edge/Altru helpful), social media, and willingness to learn new systems
- Work occasional nights and weekends as needed to support Board and community events. We offer flexibility to accommodate these obligations
- Access to a personal vehicle and valid CA driver's license, or other means to travel throughout the region
- Pass a background check

Work Environment

- General office environment with occasional work throughout the Museum's facilities (galleries, conference rooms, and exhibit halls) and outdoors.
- Work-from-home option up to 80% of time, or following pandemic protocols as outlined by Santa Cruz County and/or the State of California.
- Significant computer and telephone work (repetitive movement – typing).
- Frequent sitting, standing, walking, bending, climbing stairs, with occasional lifting of light loads (20lbs)
- These characteristics are representative of those that may be encountered while on the job. The Museum will make reasonable accommodations to enable individuals with disabilities to perform the essential functions of the position.

Start date: mid-June **Deadline for Applications:** Friday, May 14

Compensation: The Museum is prepared to offer a competitive compensation package that includes full medical, dental and vision coverage, 20 days of paid time off per year plus 11 paid holidays.

This is a full-time exempt position that allows for a great deal of flexibility with work schedule.

Confidential Application Process: E-mail cover letter summarizing interest, qualifications, compensation requirements, and experience along with a current resume to: employment@santacruzmuseum.org with "Development" in subject field. Resumes without a cover letter will not be considered. Please direct any questions to Angela Ward at employment@santacruzmuseum.org.

Job Responsibilities

DONOR STRATEGY AND STEWARDSHIP (60% of responsibilities*)

- Lead the organization in identifying and securing approximately 40% of the budget each year
- Pursue and maintain relationships to build a strong awareness of the Museum's work and accomplishments
- Serve as a credible and informed spokesperson for the Museum in the community
- Lead the annual appeals and development of the Annual Report
- Working with the Executive Director, develop a comprehensive strategy and implementation plan to support expansion and diversification of funding streams
- In partnership with program staff, oversee all foundation proposals and ensure timely and accurate reporting
- Partner with the Board, ED, and staff to develop and provide oversight to donor, member, and special events
- Manage process for identifying and securing planned gifts/bequests
- Maintain a working knowledge of local and regional issues and trends impacting natural science literacy and environmental stewardship and funding

DEPARTMENT MANAGEMENT (20% of responsibilities*)

- Develop and maintain Standard Operating Procedures for donor and member stewardship, and grant tracking
- Ensure sound planning, management, and department accountability
- Oversee the development of timely and accurate foundation requests and reports
- Ensure accuracy and integrity of constituent databases
- Regularly evaluate internal systems, policies and procedures for efficiency and effectiveness
- Supervise the Outreach Coordinator and provide oversight to all external communications and messaging overseeing community relations, membership, and marketing activities as carried out by your team
- Lead by example, train and retain a strong staff team with a broad range of skills

PARTNERSHIPS WITH THE BOARD (20% of responsibilities*)

- Report regularly to the Executive Director and Board regarding strategies and outcomes
- Partner with the development committee in establishing annual campaign goals, participation levels, messaging and support of events
- Provide support, education and leadership to Board and volunteers to assist them in their fundraising roles and responsibilities
- Successfully involve the Board in major donor solicitation and fundraising activities
- Create effective lines of communication and linkages between donors, the Board, staff, and volunteers

** Provided as a guideline, given SCMNH's strategic priorities for the next 18 months*