

Job Title: Part-Time Director of Development
Reports To: Executive Director

Job Overview:

The Bosque Museum is seeking a dedicated and experienced Director of Development to lead our fundraising and grant efforts. This position will focus on securing funds through grants and organizing fundraising events, and helping us to further our mission. The Director of Development will play a key role in ensuring the Museum's financial sustainability and growth.

Key Responsibilities:

- **Grant Writing & Management:**
 - Identify potential grant opportunities from private foundations, government agencies, and other funding sources.
 - Write and submit compelling grant proposals in alignment with the Museum's mission and strategic plan.
 - Manage relationships with funders and track all grant compliance requirements.
 - Monitor the progress of grant-funded projects and ensure all deadlines are met.
- **Fundraising Strategy & Execution:**
 - Plan and coordinate fundraising campaigns and events, such as the Sporting Clays Tournament, Night on the Range, Exhibit funding, and an end of year campaign.
 - Cultivate and maintain relationships with current and prospective donors, sponsors, and community partners.
- **Collaboration & Reporting:**
 - Collaborate with the Executive Director to align development activities with overall Museum priorities and goals.
 - Provide regular updates and reports to the Executive Director regarding development progress, including grants, donations, and fundraising events.
 - Chair the Resource Development Committee.

Qualifications:

- Proven experience in grant writing, and fundraising.
- Strong communication and interpersonal skills, with the ability to engage with a variety of stakeholders.
- Ability to work independently and manage multiple projects simultaneously.
- Highly organized and deadline-driven.
- Familiarity with donor management software is a plus. The Bosque Museum uses DonorView, but any CRM (Customer Relationship Management) software experience is beneficial.

Schedule & Compensation:

- Part-time, 20 hours per week; 4 hours/day Monday - Friday.
- \$20,000 Salaried

How to Apply:

Interested candidates should submit a resume to Director@BosqueMuseum.org