



The UMLAUF Sculpture Garden + Museum (the UMLAUF) seeks a talented and experienced Development Manager who is dedicated to the mission of the institution and committed to its ability to enhance the lives of all visitors. This is an opportunity to work with a beloved, thirty-three-year-old arts organization as we embark on a new phase of change and growth.

Title: Development Manager  
Type of position: Full-time, 40 hours per week, inc. some weekends and evenings, evaluated on a 90-day probationary period with annual reviews  
Reporting Relationship: Collaborates with entire staff & reports to Executive Director  
Salary: \$55,000-65,000, based on experience; benefits  
Location of work: UMLAUF Sculpture Garden + Museum, 605 Azie Morton Road, Austin, TX 78704  
Start Date: Summer 2024  
Application Deadline: June 30, 2024

**Description:**

The Development Manager is a crucial member of the UMLAUF team, overseeing a variety of functions that maintain and grow the financial health of the entire museum. This person will be an experienced fundraiser who identifies and grows giving opportunities while nurturing existing relationships. This person stewards existing and develops new sources of funding through partnerships, individual, foundation, and corporate gifts, annual giving, and other campaigns. They provide oversight and daily maintenance for membership programs and benefits; conceptualize and coordinate donor and membership events; nurture existing and locate new corporate, foundation, and individual donors; create key messaging; oversee grants, including grant coordination, grant proposal writing, and reporting; and manage the UMLAUF's annual fundraiser. The Development Manager oversees proper donation acknowledgments; gift tracking; donor/member benefits and provides accounting support as it relates to membership, fundraising, and the Board of Directors. This person works with the Executive Director to plan, organize, and implement strategies to increase the level of personal involvement and financial commitment by contributors.

**Duties include but are not limited to:**

- Building lasting relationships with museum patrons and donors through consistent communication, meaningful recognition, and stewardship
- Managing all aspects of the UMLAUF's Sculpture Sponsorship program, including coordinating excursions, dinners, events, and programs
- Managing foundation and corporate grant seeking, including research, proposal writing, and reporting requirements. Stewards existing grants
- Effectively maintaining donor database and records through Neon CRM database and/or other systems; accurate data entry for memberships, communication, appeals, mailings; donation acknowledgements, software updates, and departmental education
- Managing and expanding museum membership, membership programs, and providing reports and analysis to the Executive Director and Board of Directors
- Staff liaison for the Development and Garden Party committees of the Board of Directors and other committees as needed
- Serving as liaison and co-organizer of annual fundraising event, Garden Party, working with volunteer chairs, paid contractors, staff, and volunteers
- Managing guest lists, ticket sales, and admission for fundraisers, particularly Garden Party
- Managing the creation of collateral materials used for Development, following brand standards
- Creating the annual development calendar
- Creating and executing annual giving and Amplify Austin campaigns
- Assisting as needed with development of a capital campaign
- Working with the Director of Operations to create annual budget, and tracking and forecasting budget goals throughout the fiscal year
- Administrative duties as assigned, to support the Executive Director and general functions of the Museum

**Skills and Requirements:**

- College degree from an accredited university
- Enthusiasm for and curiosity about the UMLAUF's mission and the broad communities we serve

- Minimum 3 years non-profit experience in a development department, or other experience with translatable skills
- 3 years professional experience with departmental budgets
- Excellent oral and written communication skills
- Proven track record of success in non-profit, and/or museum fundraising
- Familiarity with and respect for professional fundraising tenets and ethics
- Integrity, personal accountability, and responsibility
- Highly organized, self-starter, and flexible in a dynamic environment
- Ability to prioritize and manage multiple agendas and responsibilities; keen attention to detail
- Able to work independently and as part of a team
- Proficient in Excel, Neon CRM, GiveSmart (and/or similar databases)
- Must excel at delegating tasks and following up
- Approachable, inspirational, and supportive, with the ability to communicate effectively with people in all areas of the museum
- Flexible to work weekday evenings and weekends for meetings and special events as needed.
- Ability to handle confidential records and sensitive donor information with discretion.
- Bilingual a plus

**Supervisory Responsibilities:**

- Supervises 1 part-time employee: Development Assistant
- Supervises 1 Garden Party contracted planner, coordinates with chairs and committee members
- Supervises Development intern/s and graduate student/s when applicable.

*Applications accepted through June 30<sup>th</sup>.* Please send a 1.) cover letter, 2.) resume, 3.) short writing sample (preferably in relation to a grant), and 4.) a list of 3 professional references who can speak to your qualifications to [operations@umlaufsculpture.org](mailto:operations@umlaufsculpture.org). Incomplete applications will not be considered.

It is the policy of the UMLAUF Sculpture Garden + Museum to not discriminate against any applicant for employment, or any employee because of age, color, sex, disability, national origin, race, religion, or veteran status.