

Ella Sharp Museum Job Posting  
Director of External Affairs and Development

The Ella Sharp Museum seeks an energetic, innovative, and dynamic individual to lead the museum's fundraising, membership, marketing, and outreach efforts. The successful candidate will have demonstrated experience in raising money, cultivating donors, working strategically, and collaborating with internal and external stakeholders to further the museum's fundraising efforts.

Reports To:	ESM Executive Director	Coordinator, Marketing/Communications
Classification:	Full Time, Exempt	Coordinator, Cell Block 7 Manager, Director of
Department:	Development	Community Sponsorships (p/t)
Location:	3225 Fourth St. Jackson, MI	Salary range: Director, \$37,510 to \$48,750
Supervises:	Volunteer/Membership	annually, benefit eligible

**About this position**

The Director of External Affairs (DoEA) is a senior-level position reporting to the Executive Director. The DoEA is responsible for the museum's comprehensive fundraising program including: cultivating and soliciting annual, major, and principal gifts donors, corporate and foundation support, and sponsorships; strategy development; supervising marketing/communications; oversight of membership program; and integrating Cell Block 7 operations with the Ella Sharp Museum. Working closely with the Fund Development Committee and ESM Board, the DoEA will identify funding opportunities and will develop strategic approaches for fundraising growth. The DoEA fosters a culture of philanthropy through effectively communicating our purpose, elevating our profile, and raising resources to help meet our ambitious goals. The DoEA is a member of the senior staff team that includes the Director of Learning and Engagement, Director of Facilities, and the Business Office Manager. The DoEA works primarily M-F, 9 am—5 pm, one weekend per month, plus evenings and weekends to meet staffing needs for special events and programs.

**Representative responsibilities of this office include:**

1. Develop and lead ESM's fundraising activities including annual giving, major gifts programs, fundraising events, and campaigns, as well as create and refine cases for support.
2. Lead and manage the conceptualization, design, planning, and implementation of strategies for the identification, cultivation, solicitation, and gift closure of individual and foundation major prospects in collaboration with the Fund Development Committee and Board.
3. Work with the Executive Director in supporting the Museum Board of Directors, oversee and manage the Fund Development Committee.
4. Build and manage a portfolio of 75-100 individual prospects. Monitor progress against goals ensuring deadlines are met.
5. Grows earned income by overseeing all membership, marketing, grant writing and consults on facility rentals.
6. Donor records and data management oversight
7. Assesses program effectiveness, develops improvement mechanisms
8. Manage and supervise a team of four professionals including the Director of Community Sponsorships, Volunteer and Membership Coordinator, Marketing/Communications Coordinator, and Cell Block 7 Manager. Hire, manage, evaluate, develop, and terminate staff as needed and as assigned. Actively encourage staff members' professional growth.
9. Assist with the planning and execution of events, including the annual Art, Beer, and Wine fundraiser, and seasonal community festivals.
10. Monitor and manage an annual development budget. Address budget variances as they occur.
11. Prepare timely, accurate, and relevant proposals, presentations, and other fundraising materials for cultivation, solicitation, and stewardship.

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### Desired Qualifications:

- A motivated and dynamic individual with relevant educational background
- Familiarity with CFRE accountability standards
- Five-years of management experience or any other combination of experience that provides the required knowledge, skills, and abilities
- Planning and management of fund-raising in not-for-profit or arts/culture organizations desired
- Proven effectiveness in major gift solicitations or grant writing
- Collaborates well in a team environment with experience leading a team or managing staff
- Knowledge and experience with fundraising or CRM software, Giftworks experience desired
- Creative problem solving skills

This position requires the ability to do one or more of the following throughout the day: sit, stand, and walk, to lift up to 30 lbs. occasionally, do close work in an office environment using a computer monitor and perform repetitive hand movements. Employee must be able to communicate verbally. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. All job applicants receive equal consideration for employment.

### **About the Ella Sharp Museum**

The Ella Sharp Museum, founded in 1965, offers programs, exhibits, and experiences preserving community history, advancing art appreciation and understanding, connecting children with science and, through the Cell Block 7 Museum, explores Jackson's prison history. Our 10-acre campus includes the Hadwin Center with exhibit galleries, program spaces, offices and a museum store; the Merriman Sharp farmhouse, a one-room schoolhouse, a log cabin, barn and other historic structures; and the Hurst Planetarium. Our mission focuses on providing opportunities to connect our community with history, the arts, and science. We received American Alliance of Museums accreditation in 1978 and have been reaccredited twice. One of the first small museums in the country to receive such distinction, the Ella Sharp Museum is one of only 38 accredited institutions in the state of Michigan.

### **How to apply:**

Submit cover letter, resume, and writing sample, PDF preferred, via email to:  
Diane Gutenkauf, Executive Director,  
Ella Sharp Museum,  
[DianeG@EllaSharp.org](mailto:DianeG@EllaSharp.org)