

Development and Communication Manager

The Milwaukee County Historical Society was founded in 1935 to collect, preserve and share Milwaukee's history. Today, the organization's collections are comprised of more than 75,000 artifacts and more than a million photographs and documents related to Milwaukee County. MCHS shares these collections and local history through exhibits, our research library, three historic sites, educational field trips, and a variety of programs and events.

MCHS seeks a Development and Communication Manager to create and deploy a development and outreach strategy for the Milwaukee County Historical Society including:

1. Execute the Society's annual and long-term fundraising strategy and plan.
2. Develop and maintain ongoing relationships with all donors, creating and executing a strategy to increase the base of annual individual donors.
3. Together with the Executive Director, secure financial support from individuals, foundations, and corporations including grants, gifts, and sponsorships.
4. Write proposals for foundations, grants, and corporate funding; track and provide reports.
5. Manage and build the membership program including membership processing.
6. Plan and execute the Society's major annual fundraising event, the Annual Awards Dinner.
7. Regularly attend Museum events and programs to develop and cultivate positive professional relationships with donors, trustees, members and the public.
8. Write, implement, and manage all fundraising-related communication including, but not limited to, annual appeal, membership appeal/renewal mailings and e-mails.
9. Create an effective donor and prospect communication strategy, calendar, and content.
10. Manage and produce invitations to programs and events, press materials, the Museum website, social media and email communications.

QUALIFICATIONS:

1. Bachelor's degree from an accredited four-year university. An interest in Milwaukee and local history a bonus.
2. Proven success in development for a non-profit or similar organization with a track record of achieving goals.
3. Experience in planning, leading, and managing projects.
4. Collaborative and entrepreneurial spirit and a sense of humor.

To apply, email cover letter and resume to Mame McCully at mmccully@milwaukeehistory.net.