



DEVELOPMENT MANAGER

Position Overview:

Mechanics Hall is looking for an energized, take-charge, and knowledgeable Development Manager. The Development Manager reports to – and works closely with – the Executive Director and coordinates Mechanics Hall’s efforts to obtain financial and other support from individuals, businesses, and foundations, ensuring the organization meets annual financial goals. The Manager, in concert with the Executive Director, formulates and implements strategies to meet mission-driven short- and long-term fundraising objectives.

Responsibilities:

- Execute the annual Development Plan, coordinating with the Executive Director on fundraising tactics and membership program development
 - Maintain the donor management database and all donor files, ensuring that donor records are accurate and up to date
 - Generate donor and fund reports and perform database queries as needed.
 - Process and manage gift transactions, from receipt through sending donor correspondence
 - Research, define, and help with prospect and donor cultivation
 - Prepare grant proposals and funder reports and track deadlines
 - Report on progress to goal based on development plan and annual budget
 - Build and maintain strong relationships with donors through friendly and efficient customer service
 - Assist with all appeals: membership, annual, spring, and special solicitations both in print and online
 - Support the Executive Director’s donor development outreach, scheduling visits and assisting with supporting presentation and proposal development
 - Coordinate fundraising and stewardship events including scheduling events, securing vendors, coordinating mailings, solicit sponsorships, and prepare budgets and financial reports
 - Work closely with Marketing staff to reflect branded messaging and create effective donor and sponsor communications
 - Other duties as assigned
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Qualifications:

- A high school diploma or GED is required; some amount of higher education is preferred
- 3-5 years of Development or Fundraising experience required
- Excellent writing, communication, analytical, problem-solving, and interpersonal skills required
- Experience with key software required: Customer Relationship Management (CRM) or other database management software, MS Excel, MS Word. Canva, or other design software experience preferred
- Impeccable attention to detail required
- Knowledge of and work experience in Worcester and Worcester County strongly preferred
- Event planning experience preferred

This is a full-time, hourly position and the range of pay is \$24 - \$27 per hour, based on skills and experience. Occasional early morning, night, and weekend availability is required. Potential for remote hours.

Applicants must include a cover letter and resume. No phone calls, please. Email jobs@mechanicshall.org

Organization Overview:

Founded in 1842, the Worcester County Mechanics Association's (WCMA) mission today is to enrich the cultural, social, and economic vitality of the community by stewarding Mechanics Hall, a historic landmark and world-class performance hall, which serves as an inspirational gathering place for programs and events that showcase the vast diversity of human experience.

We do this by allowing curated use of the Hall for a wide variety of events, and by providing educational, musical, and cultural experiences. We ensure the favorability of our performance and meeting hall by giving priority attention to building upgrades and improvements.

Revenues: up to \$2.5 million

For more information, visit www.mechanicshall.org

Equal Opportunity Employer:

Mechanics Hall is an equal opportunity employer and contractor. We do not discriminate and do take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions and other conditions of employment against any employee or job applicant on the bases of race, color, religion and creed, gender and gender expression, age, national origin and ancestry, disability, marital status, sexual orientation, military status, veteran status, and any other characteristic protected by law. We recognize the injustice of job discrimination in any form and require the full cooperation of all Mechanics Hall employees to ensure the successful operation of our Equal Employment Opportunity Policy.