



513 East University Avenue, Gainesville, FL 32601 | [www.MathesonMuseum.org](http://www.MathesonMuseum.org) | 352-378-2280

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**Position: Director of Development and Grants (part-time)**

**Salary: Commensurate with Experience and Education**

**Description of the Position**

Reporting to the Executive Director (ED), the Director of Development and Grants will spearhead all fundraising efforts to increase revenues as the Matheson History Museum continues to grow. These efforts will include conducting a long-term capital campaign, securing grants, attracting new donors, increasing membership, conducting special fundraising events and the like.

**Major Duties and Responsibilities**

- Develop and execute an annual fundraising plan
- Develop and track proposals and reports for all foundation support, grants and corporate fundraising
- Secure financial support from individuals, businesses, foundations and corporations and government agencies
- Develop new and maintain ongoing relationships with major donors
- Develop new and expand existing relationships with grant funders and community partners
- Research, identify and contact potential foundation and corporate sponsors to support existing and new programs, organizational development, capital fundraising, and other Matheson History Museum projects
- Research, identify, write and submit applications for grants; complete and submit all required paperwork, including midterm and final reports
- Maintain grant-related resources and files, including information on potential new funders, application deadlines and reporting schedules, and other information as needed
- Create and execute a strategy for developing a large sustained base of individual donors, increasing museum membership.
- Oversee organization of special fundraising events
- Communicate regularly with the Executive Director, Museum staff and the Executive Committee to build knowledge and awareness of development and grant-related practices and opportunities.
- Work with Executive Director and Board Treasurer to track revenues, disbursements and to develop financial reports

- Prepare reports on Fundraising/Grants (monthly, quarterly and annual) for the Executive Committee and Board of Directors
- Manage the implementation of Raiser's Edge and be responsible for data entry and gift processing

### **Qualifications**

- BA (required)
- 5 years of relevant work experience (required)
- Demonstrated excellence in organizational, managerial, and communication skills
- Demonstrated ability to work independently with minimal supervision
- Knowledge of Raiser's Edge a plus

### **How to apply**

Please send your cover letter and resume to:

Peggy Macdonald, Executive Director  
Matheson History Museum  
513 East University Avenue  
Gainesville, FL 32601  
[executivedirector@mathesonmuseum.org](mailto:executivedirector@mathesonmuseum.org)