



Assistant Director of Development

The Connecticut River Museum seeks an Assistant Director of Development to grow and sustain a robust fundraising operation. The Assistant Director of Development works closely with the Executive Director, Board of Trustees, staff, volunteers, and other key stakeholders to cultivate and steward giving from individuals, foundations, corporations, and government sources and to ensure that development activities are deeply embedded within the mission, work, and culture of the museum. The Assistant Director should be excited to expand the current base of support as the Museum celebrates its 50th anniversary and seeks substantial new resources to grow its programming, operations, and campus.

The Assistant Director will be responsible for the daily management of the development functions of CRM. This position oversees coordination of all fundraising activities, appeals, solicitations and special events, oversight and management of donor records, and the departmental calendar.

With the Executive Director, the Assistant Director guides the fundraising efforts of the Museum, works closely across departments to achieve fund-raising goals, and is responsible for developing and implementing strategies that increase, diversify, and sustain philanthropic support.

The Assistant Director initially reports to the Executive Director and is expected to have one direct report. The Museum plans to eventually recruit for a senior leadership position with oversight of advancement and external relations, with whom this position will work closely. Experienced candidates may be considered for possible advancement to that role.

The Museum provides competitive compensation and benefits for all eligible employees. This is a full-time exempt position.

Key Responsibilities:

- Together with the Executive Director, oversee coordination of fundraising strategy.
- Manage the overall activities of the department, including the annual fund, membership, major gifts, special events, grants, sponsorships, and other activities.
- Provide management oversight of the Membership and Events Manager.
- Build a major gifts program including identifying, cultivating, and soliciting major donors.
- Strengthen institutional and corporate fundraising efforts to support initiatives and needs.
- Oversee and grow the annual fund campaign.
- Develop and implement a robust planned giving program.
- Research prospects using a variety of development practices.
- With the Executive Director, oversee the design, preparation, production, and delivery of all departmental direct mail solicitation pieces.
- Serve as the staff liaison to the Board for the Museum's 50th Anniversary
- Support and manage the development committee and other volunteer fundraising activities.

Administration

- Oversee weekly review of received contributions, coordinating acknowledgements, cultivation opportunities, and identification of new prospects.
- Process financial reports and produce supporting material as needed for all Museum fundraising initiatives; ensure accurate recordkeeping.
- Manage department budget.
- Ensure that all development activities happen in a timely, efficient, and ethical manner.
- Prepare monthly fundraising report for Executive Director
- Support and partner with the Executive Director, Board, and staff to build an organization-wide fundraising culture.

Education, Experience and Skills

- 6+ years of demonstrated success in planning, managing, implementing, and securing funds, especially major gifts.
- High degree of computer literacy, including ample experience with CRMs.
- Outstanding project management and organizational skills, with the necessary attention to details to drive complex, multi-faceted projects forward and on time.
- Excellent verbal and written communications skills.
- Positive and enthusiastic style; capable of motivating others.
- Impeccable discretion and an adaptable and collaborative approach
- Ability to set priorities, research, problem solve, and makes independent decisions
- Able to work the occasional weekends/evenings

Opportunities Going Forward

CRM recently completed a very thorough strategic planning process resulting in a comprehensive strategic plan, “Setting Our Course to 50 and Beyond”. This strategic plan along with CRMs complete statement of values are available at ctrivermuseum.org. Education and public programs play a critical role in CRM’s future success. Members of CRM management and staff will be expected to understand and commit to advancing the plan’s goals and strategies over the next 3-5 years.

About the Connecticut River Museum

[The Connecticut River Museum](#) (CRM) is a cultural gem dedicated to exploring and celebrating the dynamic relationship between one of America’s great rivers and the inhabitants along and around its shores. CRM focuses on the role of the Connecticut River, New England’s largest, in the social, commercial, and environmental evolution of its region, from the time of Indigenous Peoples through colonization and industrialization, to the present. By deepening the public’s appreciation of the River’s importance, CRM seeks to inspire future generations to embrace stewardship of this national treasure, one of only 14 rivers in the country designated by the U.S. government as a National Heritage River. Some 25,000 people from all fifty states and numerous foreign countries visit the Museum each year, including more than 2,500 school-aged children.

This AAM-accredited Museum was founded in 1974 and is now approaching its 50th anniversary. CRM occupies a spectacular waterfront campus and is housed in four historic buildings. CRM's core offerings include:

- a robust array of educational and public programs for youth and adults;
- educational and recreational experiences onboard three vessels that operate from its docks;
- the [Onrust](#), a re-creation of the ship commanded by the Dutch explorer Adriaen Block on his voyage up the River in 1614;
- the [RiverQuest](#), an eco-tour cruiser accommodating 60 passengers; and a 6 passenger aluminum landing craft often used for small education excursions and experiments;
- an extensive collection of marine objects, tools, art, and artifacts (including the famous and highly popular “Turtle,” an operational model of America’s first submarine);
- permanent and special rotating exhibits exploring diverse aspects of the River’s story;
- a distinguished research archive comprising rare books, journals, and manuscripts; and,
- a waterfront campus that serves as the venue for community gatherings and public events, including a summer concert series and lecture series.

The Museum is located six miles upriver from Long Island Sound in the picturesque village of Essex, Connecticut. Essex lies squarely within the tidelands area of the Connecticut River that the Nature Conservancy has named one of the Western Hemisphere's "40 Last Great Places". The village is widely acclaimed for its charming architecture, civic spirit, the natural beauty of its surroundings, cultural amenities, and excellent school system — indeed for its overall quality of life. It is equidistant from New York and Boston and easily accessible to both by rail and car. Major nearby educational institutions, including Yale, Wesleyan, the University of Connecticut, Trinity, and Connecticut College. The abundance of other nearby educational, cultural, and environmental institutions presents rich opportunities for cross collaboration, which the Museum eagerly pursues.

Application Process and Additional Information

Please email your resume and cover letter to jobs@ctrivermuseum.org. Please include your last name and the title of the job in the subject line. Applications will be accepted until the position is filled.

Equal Opportunity Employer

The Connecticut River Museum provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.