



Development & Communications Manager

Position Summary:

The Development & Communications Manager is responsible for leading the Museum's development efforts, enhancing its public image, and ensuring effective communication with diverse stakeholders. This role will play a lead role in helping the Museum prepare to embark upon a capital campaign, planning for our Bicentennial Gala scheduled for Friday, October 17, 2025, and rolling out an updated Museum brand. The Development & Communications Manager must be passionate about inclusive history, skilled in strategic communications, and experienced in development and fundraising activities.

The Erie Canal Museum, located in downtown Syracuse, New York, engages the public in the story of the Erie Canal's transformative impacts on peoples and places in the past, present, and future. We are stewards and interpreters of Erie Canal related materials and heritage. Established in 1962, the Erie Canal Museum shares 200 years of Erie Canal history through interactive displays, original artifacts, and public programs.

Regular Responsibilities:

- Strategize and implement a comprehensive development plan that includes member/donor/sponsor engagement and cultivation, and event planning, all in support of the Museum's larger goals.
- Manage membership and development activities, including coordinating monthly member mailings, maintaining the donor database, and developing regular reports.
- Assist in securing funding to support the Museum's initiatives by helping to identify and prepare grant applications.
- Develop and implement systems for effective grant tracking and reporting in collaboration with other Museum staff members.
- Manage and implement the Museum's communication plans, including social media, newsletters, press releases, and other marketing materials to ensure consistent and engaging content.
- Perform day-to-day activities, including tracking event registrations and engaging with visitors.
- Other duties to be assigned as needed.

Knowledge, Skills, and Abilities:

- Strong interpersonal and communication skills to effectively engage with Museum staff, volunteers, visitors, and partners.
- Ability to work independently and manage multiple tasks simultaneously.
- Proficiency in using donor management software, social media platforms, and email marketing software.
- Graphic design skills preferred with proficiency working with Canva

Qualifications:

- Degree in Museum Studies, Communications, Marketing, Arts Administration, Nonprofit Management, or a related field, or equivalent relevant experience
- Proven experience in fundraising, donor relations, and communications within a nonprofit or similar environment.

Additional Details:

This full time position works 32-40 hours per week, including occasional weekend and evening hours. This position can be hybrid, but requires a regular schedule of on-site hours. The pay is \$19.25/hour. Medical, dental, and life insurance benefits are available. Personal time, holidays, and sick time are included.

To apply, candidates should send a cover letter; a resume or Curriculum Vitae; and two references.

Applications packages should be submitted as PDFs via email to Natalie Stetson, Executive Director, at employment@eriecanalmuseum.org with "Development & Communications Manager" in the subject line. Applications will be accepted through May 18, 2025.

The Erie Canal Museum (ECM) is an American Alliance of Museum accredited history museum. ECM recruits and hires employees without regard to race, color, religion, national origin, sex, age, disability, or sexual preference, and treats all employees equally with respect to compensation and opportunities for advancement, including upgrading, or promotion. ECM supports the Americans with Disabilities Act, and will take such measures insofar as possible to assist employees who need accommodation. Reference checks may be conducted for all positions.