



DIRECTOR OF DEVELOPMENT (Full-Time)

Railroaders Memorial Museum & World Famous Horseshoe Curve

careers@railroadcity.org

www.railroadcity.org

Position Narrative:

- The role of the Director of Development is to manage funding resources and develop new means of revenue through special events and general operations. This position will assist the Executive Director in the development of the museum's business plan.

Responsibilities:

Special Event Coordinator (45% of position):

- Develop and create annual event schedule
- Create public engagement with educational programs
- Propose event budgets and manage expenses
- Collaborate with strategic partners and sponsors
- Coordinate with Director of Content to promote events
- Manage staff and volunteers; assigning event tasks
- Promote, reserve, and facilitate museum rentals

Museum Store Manager (30% of position):

- Hire, train, disseminate policies, and supervise Museum Store Associates
- Interact with museum customers, members, and visitors
- Order merchandise and supplies through a variety of vendors
- Coordinate with Director of Content to design merchandise
- Predict customer trends, maintain inventory, and manage sales
- Manage cash drawers, weekly deposits, and Associate payrolls
- Operate ticket counters and cash registers, if needed

Sponsorship Coordinator (15% of position):

- Promote fundraising tiers and expand sponsorship roster
- Allocate sponsor funds to appropriate special events
- Gain strategic sponsorships through public outreach

Membership Coordinator (5% of position):

- Coordinate annual membership drive and mailings
- Manage membership contacts and database
- Promote personal and corporate memberships

Administrative Assistant (5% of position):

- Manage and disperse correspondence
- Deliver online orders and mail to post office

Other Tasks:

- Due to the small team of museum staff members, the Executive Director may assign other duties, when needed, to the appropriate department or staff member.

Reporting:

- The Director of Development reports directly to the Executive Director

Compensation:

- Based on experience, qualifications, and the financial position of the museum
- Salary + Benefits (healthcare, dental, vision, and retirement plan)
- 40% discount on Museum Store merchandise
- The Railroaders Heritage Corporation is an At-Will Employer

Qualifications:

- Bachelor's Degree; Business, Marketing, Communications or related field
- At least three years experience directly related to the duties/responsibilities specified
- An appreciation for local history, railroad heritage, and/or engineering a plus

Attributes:

- Dependability above all
- The ability to think quickly on your feet
- Excellent communication skills, verbal and written
- The ability to work weekends and some holidays, if necessary

Requirements:

- Must be able to pass a background check and obtain clearance
- Must be able to work with children and the general public
- Must be able to maintain professional, ethical, and moral attributes
- Must be able to follow Employee Handbook guidelines
- Must have access to personal vehicle
- Must be able to lift 60 lbs

Application:

- Cover Letter / Vision Proposal
- Resume / References
- Position Open Until Filled

To Apply:

- Email Application: careers@railroadcity.org
- Mail/Drop Off:
 - Railroaders Memorial Museum
ATTN: Joe DeFrancesco, Executive Director
1200 9th Avenue
Altoona, PA 16602