

Howe-Lewis International

HOWE-LEWIS INTERNATIONAL
POSITION SPECIFICATION
3.13.26

POSITION: Director of Development

ORGANIZATION: **Shaker
Museum**

LOCATION: Chatham, NY

WEBSITE: shakermuseum.us

ABOUT SHAKER MUSEUM

Shaker Museum is building a 21st-century museum to showcase the world's most comprehensive collection of Shaker material culture and archives, transforming a small country museum founded 75 years ago into an international destination.

The four-floor facility located in Chatham, NY is by Selldorf Architects, renowned worldwide for designing subtle but powerful art spaces. The new museum includes the transformation of an historic building and construction of a modern addition and surrounding public gardens.

The design and the programming envisioned for this new site re-examines the experience and interaction of a visitor with a museum while keeping practicality and inclusivity at the forefront, ranging from the arrival experience to common space usage to exhibition accessibility.

The museum design has more than 7,500 square feet of space for permanent and rotating exhibitions. It will also host events, workshops, academic meetings, and be available for public use, serving as a community anchor.

For more information about Shaker Museum, please visit shakermuseum.us

LEADERSHIP

Shaker Museum is supported by a committed, engaged, and active Board of Trustees. Daily operations are run by a devoted and tireless staff.

Shaker Museum has recently named [Claudia Gould](#), renowned for her transformative tenure at the Jewish Museum, as Executive Director. Ms. Gould's appointment arrived as the museum commenced the boldest evolution in its history. Within the new space, there will be a renewed push to connect the Shaker legacy of design, egalitarianism, and community to today's audiences.

THE OPPORTUNITY

Shaker Museum is seeking a hands on, entrepreneurial Director of Development (DoD) to expand its fundraising capabilities at a pivotal moment in the evolution of the institution. A highly visible position, the DoD will set the strategic direction and pace of all the museum's fundraising activities.

REPORTING RELATIONSHIPS

The DoD reports to the Executive Director and works in close partnership with the museum's Board of Trustees. The DoD will build and lead a team over time, providing guidance and support to ensure effective day-to-day operations and the achievement of fundraising benchmarks.

FUNDING

Shaker Museum has annual operating budget of \$1.5 million. The DoD will have a leading role in the capital campaign (\$27 million raised to date toward a goal of \$50 million) and build the annual fundraising budget from \$1.5 million to \$5 million over the next several years.

PRIMARY RESPONSIBILITIES

- Work closely with the Executive Director to craft and drive the overarching strategic vision for Shaker Museum's fundraising efforts, propelling the organization toward long-term sustainability and growth.
- Guide fundraising for the Capital Campaign, ensuring consistent progress with clear metrics and leading stewardship efforts.
- Design and implement a bold, multi-year fundraising strategy for programs and operational needs by leveraging individual patrons, high-profile special events, foundations, corporations, and membership to maximize financial support.
- Cultivate and manage a high-value portfolio of top-tier donor prospects, ensuring personalized stewardship and engagement.
- Prepare and empower Executive Director and Board solicitations with compelling materials, in-depth prospect research, and persuasive donor messaging to elevate their fundraising success.
- Build, engage, and support board-level development and campaign committees, inspiring action and strategic contributions toward the museum's vision.
- Develop personalized giving plans for each member and create tailored engagement strategies to deepen connections with key prospects.
- Conceptualize and execute memorable special events, strategically designed to engage donors, elevate the museum's profile, and generate excitement and support for its mission.

- Drive and create direction for all donor-facing communications (print and digital), ensuring consistent, inspiring messaging that reinforces the museum’s vision and fosters strong, lasting relationships with supporters.
- Prepare and deliver high-impact fundraising reports at full board meetings, keeping key stakeholders informed and energized about the museum’s financial health and progress.
- Harness the power of data to drive decision making, ensuring that the museum’s data is organized, well-managed, and produces clear insights for consistent and impactful reporting.
- Oversee monthly revenue reconciliation and ensure meticulous management of donor reports, maintaining transparency, accuracy, and financial accountability at all times.

CANDIDATE QUALIFICATIONS

The ideal candidate will meet the following criteria:

Knowledge and Experience:

- A minimum of 10 years of progressive fundraising experience with a proven track record of success, including leading capital campaigns and working with individual giving.
- At least 5 years of experience in a supervisory role, guiding teams to achieve ambitious goals.
- Demonstrated ability to work collaboratively and effectively with an Executive Director.
- Knowledge of New York State funding sources including application and grants management processes is preferred.
- Exceptional interpersonal, written, and verbal communication skills with the ability to connect authentically with diverse audiences, deliver persuasive messaging, and foster strong relationships with donors, colleagues, and stakeholders.
- Demonstrated leadership abilities as a collaborative partner and innovative problem solver, skilled at navigating complex challenges and inspiring teams toward excellence.
- Experience in fundraising, sales, or marketing analytics with a keen ability to analyze trends, measure effectiveness, and drive strategic decision making based on data insights.
- Proficiency with Blackbaud, Raiser’s Edge, and other fundraising software, with a deep understanding of data management, donor engagement, and reporting functions; proficiency with Microsoft 365.

Personal Qualities

- A genuine interest in the Shaker Museum mission.
- An engaging, charismatic, and energetic self-starter.
- Strong work ethic and drive to succeed.
- Entrepreneurial and creative.
- Collaborative style.
- Well-honed relationship-building skills.
- Availability to work evenings and/or weekends as needed (with flexible scheduling available as compensation).

Education:

- Bachelor’s degree is required with a strong foundation in not-for-profit management, business, or a related field.

COMPENSATION

The annual compensation range for this role is \$180,000-\$200,000 commensurate with experience and accomplishments plus attractive benefits including vacation and holiday time, personal and sick leave, health insurance, and a 401(k) program.

This is a permanent, full-time position with an expectation of onsite work 5 days/week.

CONTACT

Shaker Museum has engaged the executive search firm of Howe-Lewis International to assist the Search Committee in the process. Nominations and expressions of interest will be held in confidence and may be emailed to Kirk McDonald at **kirk@howe-lewis.com**

To apply, please [click here](#) or visit howe-lewis.com and click on the "Assignments" tab on the top menu. All expressions of interest will be held in confidence.



It is the policy of Shaker Museum to provide for equal employment opportunity in and conditions of employment with discrimination based on age, race, creed, color, national origin, gender, sexual orientation, disability, or marital status.