Illinois State Museum Society
Advancement Director

The Illinois State Museum Society Advancement Director is responsible for building awareness and support from all ISMS constituent bodies. As a member of the ISM Leadership Team, the Director will plan, coordinate, and administer comprehensive state-wide public relations and fund development plans to ensure the Illinois State Museum Society’s ongoing support of the Illinois State Museum and general Society operations. This position will work closely with the Director of the Illinois State Museum to guide the efforts of staff, volunteers, and the ISMS Board of Directors in all advancement activities.

The Advancement Director reports to the ISMS Administrator, currently the ISM Director.

This is a full-time (40 hours per week) position; it is salaried with benefits. This position is located in Springfield, Illinois.

Key Responsibilities:
- Plan, evaluate, and coordinate all advancement activities and campaigns
- Staff Board Development Committee and Membership Committee meetings.
- Recruit, supervise, and train other advancement staff (employees of the ISM and ISMS and, volunteers).
- Stay abreast of current trends in organizational advancement, implementing strategies as appropriate to the organization.
- Demonstrate professional conduct at all times.

Fundraising Responsibilities:
- Communicate with prospective donors through face-to-face meetings, phone calls, emails, post and social media as appropriate to building and maintaining positive relationships.
- Oversee grant seeking including research, proposal writing, and reporting requirements. Collaborate with Illinois State Museum staff scholars in identifying and drafting grant proposals within their academic areas.
- Conduct prospect research encompassing potential donors throughout the state and beyond.
- Create a major gifts program including identification, cultivation, and solicitation of donors.
- Build the planned giving program with a focus on deferred gifts.
- Direct the annual fund program, including mailings and annual fundraising drives.
- Direct capital campaigns and other major fundraising drives.
- Coordinate fund raising/member special events.
- Maintain fundraising database and tracking systems.

Public Relations/Marketing Responsibilities:
- Strategically coordinate public appearances and speaking engagements to share information about the ISM and ISMS with the community.
- Oversee the creation of materials to support advancement activities.
- Manage an active marketing staff responsible for web, print, and radio marketing and advertising efforts, including social media.
• Respond to media and public inquiries in a timely and professional manner safeguarding organizational integrity.

Basic/Required Qualifications:

• B.A. or B.S. in a relevant discipline for the specific position with at least five (5) years of experience in professional fundraising in a museum or similar institution.
• Excellent written, verbal, and interpersonal skills.
• Knowledge and experience in fundraising techniques, software, and tools.
• Practiced skills in working with and inspiring staff, board members, and other volunteers.
• A creative, self-starter.
• Goal-oriented, organized work habits with demonstrated follow-through and flexibility.

Preferred Qualifications:

• An advanced degree or certification in fundraising.
• Knowledge of Illinois State government.
• Ability to work collaboratively with several senior leadership positions.

Anticipated Salary Range:

$65,000 - $90,000

This job description is subject to change at any time.

To apply for this position, please submit by email a cover letter, resume (or CV) and three references to:

Marilyn Sabo
Illinois State Museum Society
502 South Spring Street
Springfield IL 62706
msabo@ismsociety.org

In the subject line of your email, please indicate the position of interest. No phone calls, please.