



THE GAMBLE HOUSE

ARCHITECTURE AS A FINE ART

The Gamble House Conservancy is seeking applications for a Development Manager

Overview

The Gamble House Conservancy is a non-profit community-based organization in Pasadena, California, which operates and maintains The Gamble House, the historic and world-renowned Arts & Crafts architectural masterpiece designed in 1908 by architects Charles and Henry Greene. Throughout the year, the museum offers a variety of public tours and educational programs for youth and adults. In a typical year, the House attracts over 30,000 visitors—both domestic and international. It currently has a staff of 8 and an active volunteer force of over 100, with an annual budget of \$1.2 million.

Position Summary

The Development Manager is a newly created non-exempt, full-time (37.5 hours per week), on-site position that reports directly to the Executive Director of The Gamble House Conservancy. The individual works collaboratively with the Executive Director, Director of Communications, and the Development Committee of the Board of Trustees to manage all philanthropic endeavors. The position is responsible for all fundraising activities including strategic planning to create a critical path and realize comprehensive fundraising targets for endowment, planned giving, major gifts, and annual giving. They manage donor records and donor analytics including the identification and cultivation of new prospects and stewardship of existing donors.

The position includes philanthropic outreach on behalf of The Gamble House—including individuals, foundations, and government agencies—as well as outreach to community and civic leaders and key professional influencers in the fields of architecture, historic preservation, and history. The individual will also manage the Friends of the Gamble House membership program, proposing changes as needed to remain relevant and compelling. The Development Manager collaborates with staff in the planning and execution of major donor and member events.

Essential Functions

- Coordinate the strategic planning for annual and long-term development goals by the Executive Director and Development Committee of the Board of Trustees.
- Operate the Blackbaud Altru CRM system—evaluating and tracking donor prospects.
- Create and manage the annual calendar for major gift and membership-oriented activities and set a schedule for communications and outreach.
- Use both Conservancy resources and creative imagination to identify new avenues of giving.
- Coordinate meetings and events for development and membership purposes.
- Develop and coordinate gift appeals and foundation proposals.
- Research and apply for grants from civic and philanthropic entities.
- Coordinate with other staff members on external communications related to gift opportunities and membership.
- Train, mentor, and support staff and docents in donor and prospect engagement.
- Embrace new fundraising strategies to cultivate a more diverse and younger community envisioning ways to move transactional supporters into long-term growth relationships.

- Be a passionate, visible, and informed advocate for The Gamble House Conservancy, actively seeking opportunities to engage with the broader community and to participate in and attend events that position the museum for improved fundraising and visibility.
- Represent the Gamble House Conservancy in the community.
- Other duties as assigned.

Qualifications

The Development Manager is required to have:

- An undergraduate college degree, preferably in the arts or humanities.
- Excellent organizational capabilities and strong verbal, written, and electronic communications skills.
- A minimum of 3-5 years of experience in a non-profit development office role.
- Experience in the management of donor records and donor analytics through Blackbaud or similar donor management system.
- Past involvement with planned giving and endowment programs.
- Experience in collaborative event planning.
- Demonstrated ability to cultivate relationships with all kinds of people.
- Ability to thrive as a member of a small collaborative, dynamic, and creative team.
- Comfort in stepping outside the parameters of their job description to assist with other tasks and programs as needed.
- Comfort in maintaining grace, maturity, and a sense of humor in challenging or fast-paced moments.
- Availability to work occasional weekends.

Special Requirements

The Gamble House Conservancy requires that all staff comply with our COVID protocols, which includes submitting proof of vaccination.

Background Check

This position is subject to a background, credit, and driving record check. Employment is contingent upon successful completion of these checks.

Salary

Salary for the Development Manager is based on experience and will be no less than \$63,000.

Comprehensive benefits include life, health, vision, dental, and chiropractic insurance along with a 401K with a 2 for 1 match of 5% of salary.

To Apply

Please email a letter of interest noting related work experience and a resume to info@gamblehouse.org. Note "DEVELOPMENT MANAGER APPLICATION" in the subject line.

Working Conditions

Historic house and office environment. Much work is performed on a personal computer. May sometimes stand for periods of time. Lifting, bending, stooping, and transporting items of varying weights and shapes sometimes expected.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of employees in this job.

The Gamble House Conservancy is an Equal Opportunity Employer.