

PACIFIC GROVE  
MUSEUM  
of NATURAL  
HISTORY

*Celebrating over 140 years of discovery*

**Job title:** Director of Development & Engagement

**Supervisor:** Executive Director

**Secondary:** Deputy Director

**Direct Reports:** Admin Coordinator, Marketing & Events Manager, Events Assistant, and Volunteers

**Peer Positions:** Director of Education & Outreach

**Status:** Full-time / Exempt / Benefits Eligible

**Hours:** 40 hours/week, some nights and weekends

**Compensation:** \$95,000 - \$100,000 annually

### **About the Pacific Grove Museum of Natural History**

The PG Museum holds a significant place in history as one of the oldest natural history museums in America, having opened its doors in 1883. The Museum serves as a living field guide to the region, highlighting the unique biodiversity and cultural heritage of the California Central Coast through our exhibits, community programs and events, and diverse collections. The PGM is operated through a private and public partnership with the City of Pacific Grove and the Museum Foundation of Pacific Grove, Inc. The PG Museum has been accredited by the American Alliance of Museums since 1972, the first such institution in Monterey County to do so, upholding the gold standard in best museum practices for over 50 years. Our mission is to inspire discovery, wonder, and stewardship of our natural and cultural world.

### **Position Summary**

The Director of Development & Engagement (DDE) leads the Museum's fundraising, communications, and community engagement efforts to support its mission and long-term sustainability. Reporting to the Executive Director, the DDE oversees fundraising strategy, donor relations, memberships, grants, sponsorships, marketing, events, and digital outreach, while supervising a team of 3 – 4 staff members. This role requires a collaborative, relationship-driven professional who serves as an enthusiastic ambassador for the Museum.

### **Essential Responsibilities**

#### **Fundraising & Development**

- Develop and implement annual and long-term fundraising strategies to meet revenue goals
- Manage and grow major gifts, annual giving campaigns, memberships, planned giving, sponsorships, and grants
- Identify, cultivate, solicit, and steward donors and prospects while building strong relationships with donors, foundations, and community partners.
- Prepare fundraising reports, revenue forecasts, and donor stewardship plans
- Collaborate with leadership and staff on grant proposals and reporting
- Assist with development-related budgeting and revenue tracking
- Maintain accurate donor records and oversee CRM management and data integrity

### **Engagement & Communications**

- Oversee and support the Museum's communications strategy, including newsletters, appeals, press releases, website content, and social media
- Collaborate with staff and external partners to promote exhibitions, programs, and fundraising initiatives
- Represent the Museum at community events, speaking engagements, and donor gatherings
- Build partnerships with community organizations and supporters

### **Required Qualifications**

- Bachelor's degree or higher degree
- Minimum of seven years of nonprofit fundraising and comprehensive advancement experience
- Proven track record of achieving fundraising goals and cultivating donor relationships
- Strong understanding of fundraising principles, donor stewardship, and philanthropic best practices
- Demonstrated experience managing fundraising campaigns and major gift portfolios
- Strong proficiency with CRM and donor database systems; experience with Blackbaud Altru preferred
- Excellent written, verbal, organizational, and interpersonal communication skills
- Ability to manage multiple priorities and lead a collaborative team environment
- Ability to work occasional evenings and weekends for events, donor activities and other duties
- Valid driver's license and ability to travel throughout Monterey County as needed

### **Desired Characteristics**

- Passion for the Museum's mission and community impact
- Enthusiastic, personable, and relationship-oriented with a positive sense of humor and adaptable, solutions-focused approach.
- High level of professionalism, integrity, and discretion
- Comfortable engaging with donors, partners, and community members in a variety of settings

### **Physical Conditions**

Essential and marginal functions may require maintaining physical condition necessary for standing or sitting for extended periods, moderate lifting, and operating motorized vehicles. Evening work will be required.

### **Equal Employment Opportunity:**

The Pacific Grove Museum of Natural History provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

To apply for this position, please email your cover letter and resume to [jobs@pgmuseum.org](mailto:jobs@pgmuseum.org) with the subject line: DDE position.