



# Wenatchee Valley Museum & Cultural Center

## CURRENTLY HIRING Director of Development & Communications

### About the Organization

A vibrant mid-size museum, the Wenatchee Valley Museum & Cultural Center is a vital hub for creating community connections through creative programs, exhibits, and publications. Our mission is to gather, engage, and educate people to celebrate and preserve the history, arts, sciences, and rich diversity of our region. The Museum's vision is to be a place of excitement and relevance that inspires and transforms the community.



### The Position

The Museum seeks a dynamic Director of Development & Communications; a leader whose is experienced in planning and executing fundraising and marketing plans. The Museum is entering an exciting phase as we look toward planning and launching a community wide capital campaign. The person stepping into this position will play an important role in helping to transforming the Museum - its buildings, exhibits, and programs.

The Director of Development is a member of the Museum's senior leadership team. They are responsible for creating, planning, and implementing strategies related to our membership program, individual giving, corporate and foundation support, and special events. This position also oversees planning and strategy for marketing and communications, including public and media relations, digital communications, outreach, key messaging, and brand experience. They oversee a team of two staff members and a group of dedicated volunteers. The work requires a high degree of collaboration, accompanied by creative thinking, vivid storytelling and leadership. Bilingual- Spanish/English is desired.

### Key Responsibilities

- Create and execute the Museum's fundraising plan to ensure sustainable funding through donations, sponsorships, memberships, and events.
- In partnership with the Executive Director, Board, and consultants, develop and execute an effective capital campaign strategy.
- Lead the development and ensure delivery of the Museum's communications strategy & plan, creating a bold vision for growing our reach, brand and building engagement across diverse audiences.
- Leverage the Museum's marketing and communications to gain wider visibility and increased visitation, and develop successful strategies for engaging the public through marketing.

### Benefits

This is an exempt, at-will position, with an annual salary range of \$65,000 - \$78,000 DOE. Benefits include paid vacation/sick time, a health care stipend, a SIMPLE IRA with employer match, opportunities for professional development, and the potential for some flexible scheduling and telework.

## WANT TO LEARN MORE?

Visit [wenatcheevalleymuseum.org/  
employment-opportunities/](http://wenatcheevalleymuseum.org/employment-opportunities/)

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