



About the Neill-Cochran House Museum:

The Neill-Cochran House Museum is an 1856 Greek Revival style home and historic site located less than a mile from the University of Texas at Austin. We are also stewards of the only intact slave dwelling left in the city. The Museum presents Austin, Texas, and American history from 1839-1930 in installed rooms and temporary exhibit spaces. We also have a robust rotating visual arts exhibition program and frequently host performing artists (theater, ballet, music). For more information, please visit our website: www.nchmuseum.org

Position Overview

The development officer is dedicated to fundraising for the NCHM through relationship building with individual and corporate donors, event planning, and grant writing. The development officer partners with the executive director to execute the annual fund and cultivate and apply for foundation support. With a 35-member statewide board, the development officer will continue to grow the NCHM endowment through major gifts and planned giving.

This position was established in 2017 and successfully grew the NCHM annual fund from \$40K to consistently over \$140K. We also pulled the NCHM endowment to the fore and secured over \$300K in planned gifts. The endowment today sits at \$1.5M in realized gifts. Building on that work, the next phase of this position has the opportunity to build the NCHM brand within Austin by expanding our collaborations with and underwriting from corporate donors. Working together, we will establish development milestones for the role and the museum.

Core responsibilities:

- Development of Corporate giving program in support of Museum exhibitions and general operations
- Coordination and management of Museum Annual Fund
- General oversight of fund development, connecting NCHM staff to fund development
- Oversight of opportunities, timelines, and communications priorities
- Fundraising Events
- Maintenance of individual donor CRM
- Oversight of planned giving program to build the Museum endowment
- Grant writing in concert with ED

Requirements:

Strong organizational and writing skills.

Minimum 3-5 years professional non-profit fundraising experience.

Good interpersonal skills and willingness to work in a flexible and fast-paced work environment.

Computer fluency in Microsoft Office and comfort with cloud-based donor management platforms (NCHM uses NEON CRM).

Compensation:

Independent contractor

10 hours/week @ \$50/hour

Opportunity to expand role in year two

To Apply: Please submit resume, cover letter, and writing sample to info@nchmuseum.org or to:

Neill-Cochran House Museum

2310 San Gabriel Street

Austin, TX 78705

APPLICATION DEADLINE: Rolling Until Filled