



MATHESON HISTORY MUSEUM

513 East University Avenue, Gainesville, FL, 32601 | www.mathesonmuseum.org

Director of Development & Strategic Sustainability (Part-Time) Matheson History Museum – Gainesville, Florida

The Matheson History Museum is seeking a dynamic and mission-driven **Director of Development & Strategic Sustainability** to lead and grow the Museum's fundraising efforts as a central part of its long-term financial future.

This is a reestablished and reimagined role designed to meet today's funding realities. With declining State and Federal support, the Museum is strengthening its focus on private philanthropy, community investment, and sustainable funding strategies—including the growth of its newly created Matheson Endowment for Operations.

Position Details

- **Schedule:** Part-Time (20 hours/week)
 - **Compensation:** \$28.85/hour
 - **Location:** Gainesville, FL (primarily on-site)
 - **Reports to:** Executive Director
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About the Role

This is a hands-on leadership position ideal for a development professional who thrives in a collaborative, small-team environment. The Director will lead fundraising strategy while actively cultivating donor relationships, securing grants, and executing campaigns.

A key focus of this role is building long-term sustainability by integrating endowment growth, annual giving, and donor engagement into a unified development strategy.

Key Responsibilities

- Develop and implement an annual fundraising plan aligned with organizational sustainability goals
 - Lead efforts in individual giving, foundation support, corporate sponsorships, and community partnerships
 - Grow and promote the Matheson Endowment for Operations through donor engagement and strategic messaging
 - Identify, cultivate, solicit, and steward donors and funding partners
 - Research and submit grant proposals and sponsorship requests
 - Plan and execute fundraising campaigns, appeals, and donor events
 - Maintain accurate donor records and track fundraising progress
 - Support the Executive Director and Board in donor engagement and strategic planning
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First-Year Priorities

- Reestablish a coordinated and effective development program
- Reengage past supporters and expand the donor base

- Launch and manage a portfolio of donors and prospects
 - Integrate endowment giving into donor communications
 - Generate \$40,000–\$75,000 in contributed revenue through sustainable growth strategies
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Qualifications

Required:

- Minimum 3 years of nonprofit fundraising or development experience
- Proven success in donor cultivation and stewardship
- Strong communication and grant writing skills
- Experience with donor databases/CRM systems
- Ability to work independently and manage multiple priorities

Preferred:

- Experience with endowment or planned giving strategies
 - Background in museums, cultural institutions, or history organizations
 - CFRE certification (or progress toward it)
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Why Join the Matheson History Museum?

This is an opportunity to play a pivotal role in shaping the long-term sustainability of a respected community institution. You'll work closely with leadership to build meaningful relationships, grow philanthropic support, and ensure the Museum continues to preserve and share the region's history for generations to come.

Commitment to Community & Representation

The governing board, staff, and volunteers of the Matheson History Museum are dedicated to fostering a culture of respect, access, and belonging in our work to preserve and interpret the rich and complex history of Alachua County and the surrounding regions. We honor and celebrate the many perspectives, experiences, and stories that shape our community by recognizing the unique attributes of individuals and groups—past, present, and future—through our partnerships, programs, exhibits, and collections. We are committed to broad participation, thoughtful engagement, and meaningful action across all aspects of our work

To Apply

Please submit your resume and a brief cover letter to:

Salvatore Cumella, Executive Director

Director@MathesonMuseum.org