



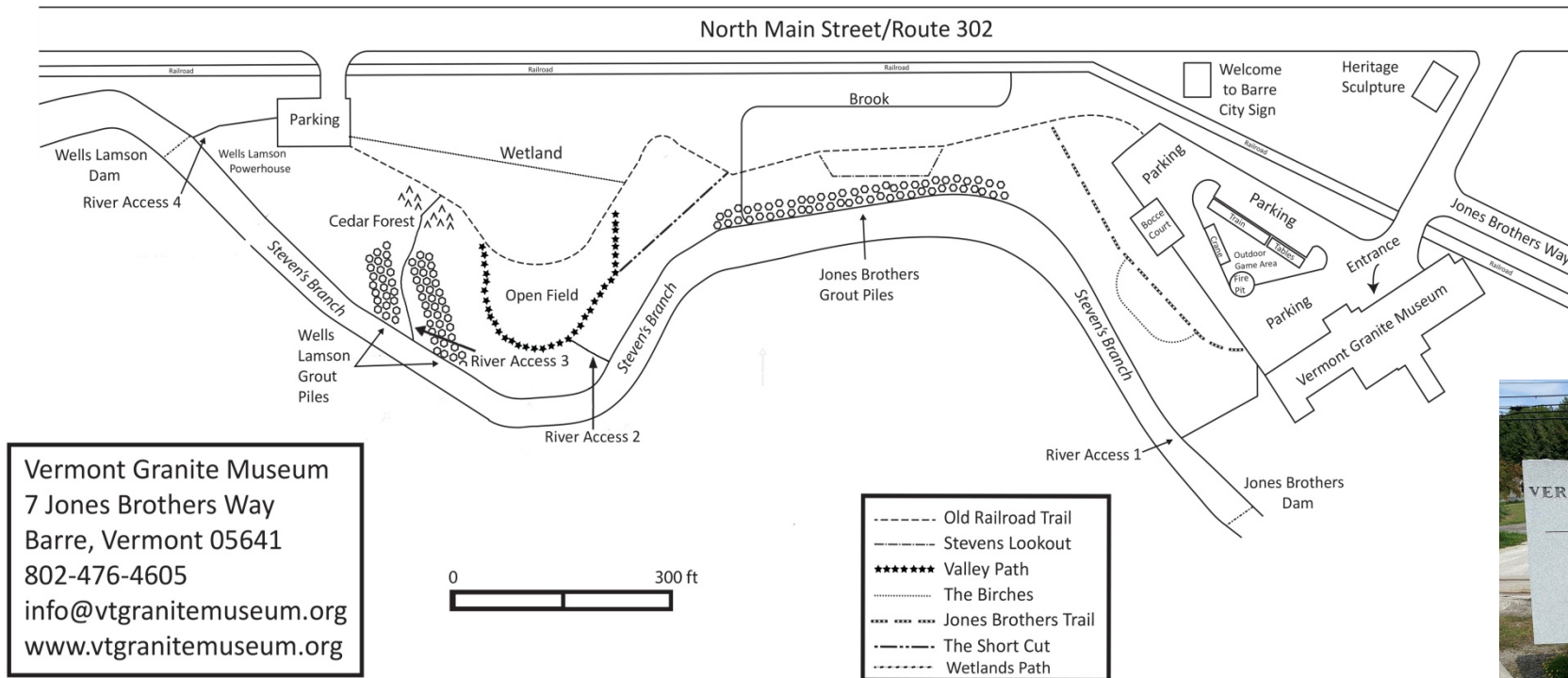
# **Development Director**

## **Prospectus**

7 Jones Brothers Way, Barre, VT 05641

(802) 476-4605 | [vtgranitemuseum.org](http://vtgranitemuseum.org)

# Vermont Granite Museum Grounds



## Introduction

The Vermont Granite Museum, located in Barre, Vermont, is a hands-on museum and stone arts center, which is housed in a nearly 130 year old granite manufacturing plant on 11.5 acres of land along the Stevens Branch of the Winooski River. Guided by its mission to “preserve, honor, and showcase Vermont’s granite heritage and industry,” the museum is dedicated to providing learning experiences that have a lasting impact on its visitors and students. The museum has worked diligently over the past decade to create stimulating, interactive environments to learn. This effort has involved retrofitting the granite plant to house offices, classrooms, a caterer’s kitchen, commercial bathrooms, exhibit spaces, and a stone arts studio.





## Our History

The Vermont Granite Museum was founded by a coalition of over 300 Central Vermont citizens in 1994 as way to preserve the story and memories of its community's granite industry. The museum was established as a nonprofit institution in 1995 and raised the funds to purchase the Jones Brothers Company granite plant in 1998. After a capital campaign, the museum renovated the building and slowly began the process of turning it into a museum and stone arts center through capital improvements made each year. The number and diversity of the museum's exhibits have grown significantly over the past decade as have the museum's collections. Today, the museum collections contain nearly 1,000 boxes of archival material and about 5,000 objects. Recently, the museum has established partnerships with the Central Vermont Career Center and Norwich University to host stone arts classes for high school and college students. This effort follows the construction of four new classrooms within the museum and presents new opportunities for expanding the museums educational goals.



## Our Work

Founded nearly thirty years ago, the museum's organizers envisioned the museum to be a resource that benefits the community as well as Vermont's active granite industry. Since then, the museum has consistently worked to preserve the Jones Brothers Company granite shed and the archival collections of Vermont's granite industry. The museum has also developed exhibits and educational programs that honor and showcase the people, companies, art, and lifeways of Vermont's granite workers of past and present. This work is done in partnership with dozens of educational institutions, nonprofit organizations, and government agencies.



## Our People and Our Commitment

With preservation, exhibition, and education as the three pillars to the museum's mission, the Vermont Granite Museum has come to rely on volunteers and partnerships with local and state-wide organizations to make it possible to achieve its goals. Each day, a dedicated team of volunteers and interns work with the museum's executive director to apply their skills, knowledge, and commitment to ensuring the museum continues to grow as an institution and as community asset. The museum is dedicated to creating a space where everyone can explore, learn, and be inspired.





## Our Home

The Vermont Granite Museum is in Barre, Vermont, the self-proclaimed "Granite Center of the World." Barre is located in Central Vermont (the Barre-Montpelier area) surrounded by rolling hills, farms, villages, and wilderness that attract tourists and Vermonters. The region is home to the state capitol, covered bridges, interesting museums, diverse restaurants, vibrant visual and performing arts venues, and amazing trail systems that can be used year-round on foot, mountain bikes, snowshoes, or cross-country skis. The region offers employment at livable wages, a housing stock that attracts and serves all income levels, numerous neighborhood playgrounds, and access to excellent schools and health care services. It's an affordable place to live within a region that has nearly 60,000 residents.



## **Our Future**

The Vermont Granite Museum's long term goals are to:

- 1) Grow the number of museum members and sponsors and provide them with excellence incentives;
- 2) Continue to improve the museums exhibits so they meet the quality, number, and types of engaging exhibits that we would like to share with our visitors;
- 3) Increase the number of museum visitors and stone arts students as well as the value of their experience;
- 4) Strengthen the existing partnerships and cultivate new opportunities;
- 5) Construct an archive and improve the curation of the museum's collections in a way that meets the growing needs of the museum's staff, visitors, and researchers;
- 6) Build a new office space for the museum staff that allows them to fulfill the museum's operational and mission needs; and
- 7) Establish consistent and increasing financial support for the museum's operational expenses and burgeoning projects.

# Development Director Job Description



Position title: Development Director  
Position status: Exempt  
Reports to: Executive Director

## Position Summary:

The Development Director cultivates and stewards philanthropic support for the museum and school in order to support the growth and stability of the organization over time. Leveraging the organization's story and mission, the Director elevates the presence and visibility of VGM throughout the community to increase the donor portfolio, grow volunteerism and visitors, highlight existing revenue streams, and encourage financially beneficial community partnerships. They are responsible for planning, organizing, and directing all fundraising activities including the major gifts program, annual fund, planned (legacy) giving, special events, grant writing, and capital campaigns. The Director works closely with the Executive Director and the Board of Directors in all development and fund-raising endeavors.

## Essential Functions of the job:

1. Cultivates sustainable relationships with existing and potential donors.
  - Lead the identification, cultivation, and solicitation strategies for the museum's most highly rated prospects. Professionally hone, leverage, and deliver a compelling story that motivates fundraising at every level. Nurture relationships with the goal of attaining ongoing financial support, extended networking, and increased visibility for the organization.
  - Develop and execute annual, multi-year, and specialized fundraising programs (major gifts, planned giving, capital campaigns, and events/sponsorships) to ensure a robust and sustainable pipeline of support from individuals, foundations, corporations, and government entities.
  - Work closely with the Executive Director to identify grant opportunities. Write compelling narratives in alignment with grant standards and the mission of the organization.
  - Teach, inspire, and support the Board of Directors in development efforts by increasing the contact and referral base, recognizing opportunities for social engagement and brand development, and delivering a consistent, authentic, and compelling story.
2. Creates and supports outreach activities, events, and opportunities that support existing revenue streams.
  - Work closely with Executive Director to glean audience-appropriate messaging and external-facing engagement opportunities in order to highlight existing programs and opportunities.
  - Build and highlight exclusive membership opportunities to sustain and enhance community involvement over time.
  - Seek opportunities to encourage the "gifting of time." Highlight and encourage community awareness of opportunities for volunteerism, student, school, and community partnerships, and visitor engagement.
  - Position the Stone Arts School as an artisan hub and a keystone of Vermont's growing community of artisans and makers.



3. Leads Public Relations and Brand Management activity:
  - Work with Executive Director to elevate VGM's brand awareness in the community and among like minded partners.
  - Seek media, social media, and public engagement opportunities to highlight the organization as a guardian of the industry's past and its path to its future.
  - Partner with the Executive Director to proactively build networks of community, industry, and like-minded individuals and entities to position the organization for financially advantageous future growth opportunities.
4. Manages contacts, funding information, relationship data, and reporting measures.
  - Develop effective stewardship strategies and tracking systems that result in organized, accurate, and timely contact management, project management, and compelling reporting.
  - Manages donor information, funding sources, and other data in a confidential and appropriate manner.
5. Other duties as assigned.

Competencies required to complete Essential Functions:

Strategic Agility as applied to area of expertise and industry

- Applies broad knowledge of industry and organizational culture when planning short and long-term goals.
- Narrates a credible vision of the future and links it to the present with clear and attainable action steps.
- Inspires others by building strong working relationships throughout the community.

Interpersonal Savvy

- Uses professionalism, diplomacy, and tact to create trust and build constructive relationships.
- Diffuses high tension situations comfortably.
- Balances substance with rapport.
- Actively attends to the tone/mood/energy of the room. Adjusts accordingly.

Communication

- Balances active listening with authentic storytelling to strategically motivate others to action.
- Communicates with the audience in mind. Uses awareness of others to guide the narrative.
- Delivers full spectrum communication including intension, goal, deliverables, plan of action, execution, and follow-up.
- Communicates with passion, empathy, integrity, deliberation, and authenticity.

Decision Quality

- Makes good decisions based on analysis, wisdom, experience, and historical judgement.
- Demonstrates decision agility, balancing speed with intentionality and operational factors with overarching vision, to make the best decisions possible.

Education/Experience:

Bachelor's degree required with a minimum of five years of experience envisioning, shaping, and implementing a successful philanthropic program for an organization with an annual budget over \$500,000. Consideration will be given to those with fewer years' experience if they hold an advanced degree.

Knowledge/skills/Abilities:

- Ability to read, write, speak to and connect with designated audiences, communicating interpersonally in a professional manner emphasizing tact, discretion, and courtesy, particularly when directly seeking donor financial support.
- Ability to clearly articulate ideas in a dynamic way in meetings and in group presentations.
- Ability to think and communicate strategically while maintaining a full understanding of the tactical objectives around project implementation.
- Ability to organize, prioritize and process multiple priorities, maintain composure under stress, and execute decisions in a timely manner.
- Maintain a high measure of confidentiality regarding conversations, plans, records, and other information relating to business operations.
- Understand, communicate, and interpret difficult financial, operational, and compliance-related concepts and/or work-related documents.
- Strong self-motivated work ethic, flexibility, and proven ability to work independently as well as collaboratively and constructively as a member of a small team

Physical requirements:

Work is usually performed in a standard office environment with frequent travel between work locations. Occasional weekend/evening work and/or travel may be necessary. Must have physical dexterity necessary to operate standard office equipment. Position requires limited movement in one location for long periods (whether sitting or standing) generally oriented around a desk. Some remote work flexibility may be considered. Candidates with a deep appreciation for Vermont history, museum management, or the artisan craft/maker movement will be given additional consideration.

**CONTACT**

Application materials, including a resume and letter of interest, should be submitted to Dr. Scott A. McLaughlin, Executive Director, [director@vtgranitemuseum.org](mailto:director@vtgranitemuseum.org).

All materials will be considered confidential throughout the search process unless otherwise arranged with the candidate.

Applications will be reviewed as they arrive and applications will be accepted until the position is filled.