



BRUCEMORE

HISTORY | PRESERVATION | ARTS

JOB POSTING

Position: Development Manager

Reports to: CEO

Classification: Full-time, Non-Exempt

Schedule: 40 hours per week, Monday – Friday with occasional evenings and weekends

Position Overview

The Development Manager position is designed for someone who is ready to grow into development work, gaining hands on experience while shaping how fundraising is carried out at Brucemore. This role plays a key part in contributing to a development program that is relationship-centered, service oriented, and rooted in meaningful connection to our mission and our community.

This position oversees the strategy and assists in the execution of Brucemore’s annual supporter and preservation fund programs, while contributing to broader fundraising efforts with the CEO.

This role is responsible for multiple aspects of integrated development strategies—from planning through execution and stewardship—while serving as a key project manager and connector across major gifts, grants, sponsorships, and donor experiences. This position coordinates timelines, tasks, and follow-through for initiatives across the organization, bringing structure, consistency, and momentum to shared work.

This role requires strong coordination, relationship-building, and follow-through, along with curiosity about people and a willingness to approach fundraising in creative, thoughtful, and community-centered ways. It is an ideal role for a motivated individual who is excited to learn, contribute ideas, and grow alongside an evolving organization.

Success in this role / Ideal Candidate Profile:

- Builds strong, trust-based relationships with donors, partners, and colleagues through responsive and genuine communication
- Approaches the work with a service mindset and takes pride in creating positive, meaningful experiences for others
- Plans, executes, and continuously improves Annual Supporter and Preservation Fund campaigns
- Keeps projects and opportunities (major gifts, grants, sponsorships) moving forward through strong organization and follow-through
- Balances strategic thinking with hands-on execution
- Communicates clearly and effectively, both in writing and in person
- Takes initiative while working collaboratively and sharing ownership of outcomes

- Is comfortable building onto something that is still evolving and sees ambiguity as an opportunity rather than a barrier
- Enjoys asking thoughtful questions, exploring new ideas, and continuously improving their work

Essential Job Duties

Annual Fund Strategy & Execution

- Develop and implement strategies for annual supporter fund and preservation fund growth
- Plan and execute multi-channel outreach (mail, email, digital), including segmentation and messaging
- Oversee donor acknowledgment and stewardship to ensure timely, meaningful engagement
- Track and analyze performance to refine and strengthen results over time
- Serve as a primary point of contact for annual fund supporters
- Build authentic, trust-based relationships with donors through phone, email, and in-person interaction
- Collaborate with event and program staff to design and host on-site experiences that deepen engagement and cultivate new supporters
- Contribute ideas for strengthening donor connection and retention
- Approach donor engagement with a hospitality mindset—ensuring every interaction is thoughtful, responsive, and aligned with BruceMore’s commitment to community connection

Major Gift Strategy Support and Pipeline Coordination

- Partner with the CEO to adapt and implement integrated development strategies across functions, contributing ideas and helping translate vision into action
- Partner with the CEO to identify, evaluate, and engage major gift prospects
- Use data to support prospect identification, tracking, and strategy development
- Own moves-management systems—ensuring next steps, follow-up, and accountability across shared work
- Prepare donor briefings, materials, and tracking reports

Grants and Institutional Giving Coordination

- Manage grant calendars, deadlines, and reporting requirements
- Write, edit, monitor, and report back on grant applications
- Coordinate proposal development, working with internal staff and external contractors
- Align project opportunities (in collaboration with the COO) with potential funding sources in ways that reflect organizational priorities and long-term impact

Key Stakeholder, Sponsor and, Corporate Partner Relations

- Serve as primary point of contact to facilitate Historic Preservation Tax Credit funding from the State of Iowa
- Serve as the primary point of contact for program sponsors and assist with relationship-building with corporate partners renting the facilities
- Ensure clear communication, fulfillment of benefits, and thoughtful stewardship

- Coordinate across teams to deliver strong sponsor experiences
- Ensure sponsor and partner interactions reflect a high level of care, clarity, and professionalism, contributing to a positive and lasting experience with BruceMore

Education, Experience, and Other Qualifications

- 3–5 years of experience in roles reflecting strong project management, relationship-building, communications, or customer/client engagement
- Experience in fundraising or nonprofits is welcome but not required
- Experience working with databases, CRMs, or other tracking systems (or the ability to learn quickly)

Wage Range: \$44,000 - \$55,000 annually

Benefits:

- Health insurance
- Dental insurance
- Vision insurance
- Life insurance, AD&D
- Long-Term Disability insurance
- Paid holidays
- Sick leave accrual
- Vacation accrual
- 401(k) safe harbor contributions equal to 3% of employee's gross wages
- Optional voluntary benefits

Applications will be reviewed beginning April 15, 2026 and accepted until the position is filled.

To Apply: Please submit a resume, cover letter, and references by mail or email to:

BruceMore
ATTN: Development Manager Search
2160 Linden Dr. SE
Cedar Rapids, IA 52403
hire@brucemore.org

About BruceMore

BruceMore is a cultural service organization that brings people together through creativity and shared experiences. We foster connection, learning, and growth for individuals, artists, and communities, using our historic site as a platform to expand access, inspire creativity, and help people belong to something bigger than themselves.

BruceMore is an Equal Opportunity Employer (EOE) and does not discriminate on the basis of race, color, religion, national origin, sex, age, sexual orientation, veteran status, or disability.