

Director of Development and Marketing

Friends of Drake Well, Inc., the non-profit community-based membership organization that supports the mission of Drake Well Museum & Park, is seeking a Director of Development and Marketing. Drake Well Museum and Park is the site of the world's first commercially successful oil well. The Museum is set on 244 acres containing historic machinery, engines and buildings, and a newly remodeled 10,000 sq. ft exhibit gallery and is host to over 45,000 visitors annually.

This is a full time position with IRA and vacation benefits offered after one year. No Health Insurance benefits are currently available. Salary commiserate with experience.

- Bachelors Degree
- Minimum of 5 years of proven experience in professional fundraising and a minimum of 2 years of supervisory experience.
- Non-profit experience is a major plus.

Responsibilities:

- Management & Leadership
 - Day to day supervision of staff
 - Works cooperatively with the Museum Site Administrator to ensure smooth operation of the site
 - Attends Board meetings
 - Represents the organizations in the community & cultivates productive relationships
- Fundraising & Development
 - Works cooperatively to develop multi-year Annual Fund strategy
 - Oversees all aspects of FDW's fundraising events & membership
 - Researches grant, industry and foundation funding sources available and submits written requests per guidelines
 - Works with the PHMC and FDW staff to plan, fund & implement DWM programs & events
- Marketing & Public Relations
 - Develops, manages, tracks and reports all marketing & public relations initiatives for DWM and FDW in concert with PHMC
 - Serves a liaison of DWM & FDW to the business community & civic organizations

Deadline to apply – 2/14/19

Send cover letter, resume, salary requirements and three references to:

Friends of Drake Well, Inc

205 Museum Lane

Titusville, PA 16354

Attn: Personnel Committee

Or e-mail: drakewell@verizon.net