

Director of Marketing and Development

Organization: Mission Inn Foundation

Location: Riverside, CA

About the Position: The Director of Marketing and Development is a key member of the Foundation staff and plays a critical role in reinforcing our brand and growing audience. The DMD is responsible for expanding membership, annual giving, events, and other fundraising opportunities. The DMD also coordinates communications through our new website and advances social media efforts. This position reports directly to the Executive Director.

The right candidate will have the opportunity to grow with this institution, developing their professional skills, and increasing their goals and responsibilities.

Key Responsibilities:

- Increasing development revenue, including individual memberships, major gifts, corporate memberships, events, and other related income.
- Managing the individual giving renewals system, the acknowledgement process, identifying prospects, and tracking progress with those individuals in the development database.
- Oversee all advertising, publications, website, social media, and related activities.
- Perform other related duties and team functions as assigned

Qualifications:

- Bachelor's degree from an accredited college or university with a degree in Marketing, Communications, English or related fields.
- Three to five years of increasing responsibility in development and marketing.
- Must be proficient in Microsoft Office. Prior experience with fundraising software (knowledge of DonorPro fundraising software a plus), Constant Contact, CMS, and digital photo software is preferred.
- Discretion and confidentiality a must; ability to follow protocol and respond to donors with knowledge, consideration, and sensitivity.
- Direct involvement in marketing, advertising and public relations.
- Experience working with board members and board committees.
- Budgeting and financial management experience.
- Problem solving, research, and analytical skills.
- Strong creativity and initiative.

- Must have outstanding verbal and written communications skills, mastery of grammar, and an eye for attention to detail; exceptional critical listening and thinking skills, with excellent organizational skills.
- Experience writing for the web and social media, managing website content and preparing photos, graphics, and text for online use.
- Museum experience and photography skills a plus.
- Ability to work in a fast paced environment, be receptive to change and innovation, and manage multiple tasks.
- Proven ability to work successfully with a diverse group to achieve institutional objectives.

Compensation & Benefits: Salary is competitive and commensurate with experience. Full-time position eligible for benefits, including medical insurance, disability, and vacation, holiday, and sick time, and the option to participate in our 401K program.

About the Mission Inn Foundation: The Mission Inn Foundation was incorporated in 1976 to assist in the preservation and restoration of the Mission Inn (designated a National Historic Landmark in 1977) and originally, to assist in managing the hotel during ownership by the City of Riverside. The Mission Inn Hotel and Spa is now privately owned by Duane and Kelly Roberts, and the Foundation has a unique role of operating a non-profit museum within an operating for-profit hotel. The Mission Inn Museum was opened in 1993, simultaneous with the reopening of the Mission Inn Hotel and Spa after extensive renovations. The Mission Inn Foundation operates the Mission Inn Museum. The museum's collection is significant in demonstrating the epic periods of Mission Inn development. Frank A. Miller, the original owner and developer of the Inn, was an early proponent of the Mission Revival movement, an avid collector of art from around the world, an original thinker, a marketing genius, and a strong community booster. Miller's central role in the development of Riverside and the forging of a community identity gives the museum a broad range of suitable interpretive topics.

To Apply: No phone calls please. Please email a cover letter addressing your interest and your qualifications for this position, along with a resume and salary history to jobopportunities@missioninmuseum.com (be sure to note the job title in the subject line of your e-mail). <http://www.missioninmuseum.com/jobs/marketingdirector.htm>

Deadline: Friday, January 16, 2015.