The Assembly House is seeking a Development and Engagement Manager.

APPLICATIONS WITHOUT A COVER LETTER WILL NOT BE CONSIDERED.

Who we are:

The Assembly House is a *Dreamworld for the Building Arts,* bringing together art, architecture, design, historic preservation, and the building trades in an immersive educational and cultural environment. Founded by artist Dennis Maher in a historic church dating to the 1850s, The Assembly House is an evolving work of art and architecture that uses the building itself as a teaching tool. Featuring artful displays and historic details that are integrated into workshop spaces, visitors and participants explore materials, tools, and construction techniques while developing hands-on skills and discovering new career possibilities. Through initiatives such as the 8-week SACRA construction skills training program, apprenticeships, and public experiences, The Assembly House fosters craftsmanship, creativity, and meaningful connections to the built environment and one another.

Our Opportunity: Development and Engagement Manager

The Assembly House seeks a mission-driven individual for the role of Development and Engagement Manager. This position will work directly with the Director in making The Assembly House vision come to life, as well as helping facilitate long-term strategic goals. This includes playing an instrumental role in helping the organization maintain and sustain its endeavors in workforce development/skills training and the visionary transformation of the church, while increasing engagement and support networks as we expand into future projected plans over the next 5 years.

This position will have a wide scope of responsibilities with key focus areas including:

- Lead engagement with donors, including seeking and developing new opportunities to secure financial support from individuals, corporations, and government sources
- Be the primary advocate for The Assembly House in the community through engagement with partners, business leaders, and other stakeholders
- Be a primary support to the Director in building and maintaining relationships with stakeholders
- Lead planning and execution for small group engagements at The Assembly House. Consult with the event planner for large engagements.
- Oversee the proper and effective use of the CRM system.
- Oversee the system of grant scheduling, requests, tracking, and the preparation of materials for grant reports. This work will be done in partnership with the Director, Grant Writer, Operations Manager, and CFO.
- Supervise the preparation and sending out of correspondence, e.g. event promotion, workshop activities, acknowledgement letters, etc.
- Lead tours at The Assembly House for donors, partners, and the public.

Position Requirements:

- Minimum 5 years experience in a similar role, acting in a direct support role to Executive Leadership, and managing external relationships and initiatives, and previous fundraising experience.
- Previous experience in a highly visible external role requiring professional communication skills, both written and verbal. This position necessitates public speaking. The ideal candidate should be comfortable speaking in front of small and large groups.
- Previous project management experience.
- Demonstrated critical thinking skills to plan and problem solve within the established artistic vision and framework of the organization and in coordination with the Director
- The position will require flexibility in the work schedule in order to accommodate duties/hours outside of a typical work day, including, for example, occasional weekend tour engagements and evening events.
- Bachelor's degree is preferred, replaceable by experience.

Salary range is $70,000 - $80,000 annually, plus health benefits and 26 total PTO days in the first year of employment.

Interested candidates can apply by submitting resume and cover letter in one pdf with the subject "Development and Engagement Manager" to: info@assemblyhouse150.org.

APPLICATIONS WITHOUT A COVER LETTER WILL NOT BE CONSIDERED.

For more information on Assembly House 150, see www.assemblyhouse150.org