



## **JOB DESCRIPTION**

**Job Title:** Director of Development

**Reports To:** Chief Executive Officer

### **Description:**

The Director of Development is a member of the senior management team and is responsible for planning, developing, coordinating, and implementing all fundraising activities for Coastal Heritage Society, including donor cultivation, major gifts, and sponsorships, as well as overseeing planned gifts, annual fund, and special campaigns. This position will also oversee grants and fundraising events in collaboration with other managers and staff. The Director of Development will develop and implement strategies that promote long-term sustainable growth and deepen the organization's relationships with existing and new donors.

### **Responsibilities:**

- Strategically manage, grow, and expand Coastal Heritage Society's fundraising strategy.
- Works with the CEO, Board, and Development Committee to develop goal setting, proposal preparation, strategy development, fundraising prioritization, and stewardship as required for donors.
- Develop and implement a comprehensive development plan for the organization, including annual giving, foundation and corporate support, comprehensive and capital campaigns, and individual major and planned gifts.
- Identify, cultivate, solicit, and steward individual, corporate, and foundation donors; re-engage lapsed donors.
- Makes personal visits and creates other relationship-building activities.
- Manages major gift prospects and corporate donors and provides appropriate follow-up. Coordinates solicitation activities for CEO and/or other key volunteers.
- Solicits gifts, sponsorships, and other forms of support.
- Conducts with other staff research on donors, corporate prospects, foundations, and other potential supporters.
- Supervises departmental staff and volunteers.
- Contributes to and consults on program grants in collaboration with CEO, Chief Curator, and other staff.
- Meets fundraising and performance goals as developed in cooperation with the CEO.
- Maintains accurate and current electronic documentation in the donor database to track and cultivate donors and prospects, including engagement activities, proposal tracking, contact reports, donor strategies, forecasting, and producing reports.
- Write proposals and develop supporting materials for all sponsorship and contributed opportunities by working with program and exhibition staff and members of the organization's management team.
- Liaise with the marketing team for fundraising and events-related materials, including press releases, e-blasts, print and digital appeals, and designed collateral.
- Other duties as assigned by supervisor.

**Qualifications:**

- Bachelor's Degree, preferably in a related field, such as fundraising, nonprofit management, business development, or equivalent combination of education and experience.
- 5-7 years of comprehensive experience as a nonprofit fundraiser
- Demonstrable record of successful major gift generation, cultivation, stewardship, planned giving programs, sponsorship, annual campaigns, and effective capital campaign management.
- Supervisory and team participation experience. Ability to supervise, motivate, collaborate, and work effectively with staff and volunteers. Committed to a team approach and a congenial collegial atmosphere of mutual respect.
- Exemplary written and verbal skills using various media to communicate with diverse audiences.
- Must be eager and comfortable engaging personally with the public as well as one-on-one with donors and prospects.
- Professional interpersonal skills with the ability to handle confidential information with discretion and work with potential donors, board members, and staff.
- Excellent organizational and research skills.
- Must be a strategic thinker and strategist.
- Experience with CRM or donor management and software, including but not limited to word processing, spreadsheets, budgets, and database systems.
- Willing to keep up to date in the field and to continue training as necessary.
- Must be able to lift up to 10 lbs. occasionally.
- Ability to work later hours for special events, openings, and gatherings as needed.
- Must be able to work flexible hours, including weekends and holidays.

**Salary:**

- \$65,000-\$70,000, commensurate with experience. Compensation package includes medical/dental/vision/life, PTO and employer matched 401k.

**To Apply:**

- Please submit your resume and cover letter to [chshr2016@gmail.com](mailto:chshr2016@gmail.com).