**Development Director Job Description**

**Gammelgården Museum of Scandia**

**Position Description:** Development Director (Contract)

**Reports to:** Executive Director

**Compensation:**

* $12,000 paid over 12 months (20 hours per month x $50 = $1,000 x 12 = $12,000)
* Option to perform some work at home.
* Employee discount in the Scandia Butik.
* No health or retirement benefits are available.

**Summary:** The Director of Development is responsible for the oversight, planning, implementation, and management of the development program of Gammelgården Museum. The development plan will secure significant financial resources from government, foundations, corporations, and individuals. The Director of Development will work closely with the Executive Director, Treasurer, and Board of Directors Fundraising Committee, in integrating their knowledge and skills to achieve the goals of the organization.

**Key Responsibilities:**

Specifically, the Director of Development will:

1. Develop and implement the annual fundraising plan with the Executive Director. Including the formation of materials to effectively communicate with both large and small donors (e.g., annual reports, case statements, other materials as appropriate).

2. Create and implement short and long-term action plans for major gifts for annual and capital campaigns, and planned giving prospects in coordination with the Executive Director and research other techniques for fundraising to supplement the plan.

3. In conjunction with the Executive Director, Fundraising Committee, and other volunteers, identify, cultivate, solicit, and steward current and potential donors; and develop and implement creative strategies for introducing these donor prospects to the work of the museum and soliciting their financial support. When appropriate, enlist the support of the Executive Director and Board members in fundraising activities (scheduling and participating in meetings with major donor prospects).

4. Maintain ongoing communication with existing and prospective major donors through personal meetings, telephone calls, and handwritten notes and implement system for ensuring that all donors, large and small, monetary, services and in-kind receive an appropriate acknowledgment (thank you) for their gifts.

5. Oversee the donor and prospect database to ensure the accuracy and confidentiality of the data.

6. Identify opportunities to make public presentations and solicitations for donations before audiences that are predisposed to support the work of the museum.

7. Assist in the researching, preparation, and submission of grant proposals to foundation, corporate, and government funders for operating and special project support.

8. Maintain an annual calendar of deadlines for proposals and reports.

9. Work with the Executive Director and Volunteer Coordinator to oversee donor recognition and engagement events (e.g., Life Member Event, Member Open House/Volunteer Recognition).

9. Provide progress reports to the Executive Director.

10. Other duties as assigned.

**Required Skills and Knowledge:**

· Bachelor’s degree in an appropriate field with some formal development training.

· Demonstrated capability in all aspects of donor stewardship and fundraising. This includes proposal writing, grant applications, direct mail programs, donor prospecting, constituency development/cultivation, major gift solicitation, and conducting fundraising events.

· Three to five years of previous experience as a fundraising professional in a non-profit organization.

· Impeccable verbal, written communication skills; able to meet the public easily, be able to communicate effectively in a wide variety of environments, including one-on-one meetings with major donors, speaking engagements before large groups, and small group presentations, and building new relationships effectively; work comfortably with potential donors and people at the Board of Directors level.

· Highly self-motivated with ability to work independently and think strategically; able to develop, communicate and implement a vision and plan for growth.

· Deadline-driven, organized, detail-oriented, disciplined, dependable, with the ability to prioritize time and tasks effectively.

· Solve problems readily; flexible and responsive to change with a positive attitude; a sense of humor a plus.

· Must have negotiation skills sufficient to develop contracts and other agreements.

· Be a team player with a positive attitude that sees opportunities and challenges rather than problems.

· Able to understand and follow basic professional fundraising ethics and principles, as defined by the Association of Professional Fundraisers.

**Desired Skills and Knowledge**

· Higher level of education and/or development training.

· Knowledge of local philanthropic community.

· Experience with desktop publishing.

· Work experience with a history organization.