Historical Society of Cheshire County
Job Description of the Director of Development

Scope of Position: This position is responsible for securing funding, sponsorships, and grants for the organization. This position maintains donor relationships; establishes fundraising events; and creates, analyzes, and shares fundraising reports. This position reports to the Executive Director.

Duties and Responsibilities

Fundraising

- Meet with the Executive Director to gauge business needs and brainstorm ideas for fundraising programs for the year.
- Research and manage grant writing and identification of new grant opportunities that match the strategic plan and annual goals.
- Develop and manage the society's fundraising programs, including its membership program.
- Implement and execute annual fundraising plans to meet fundraising goals.
- Oversee online and digital fundraising.
- Plan and oversee special events.

Donor Relationships

- Research and identify potential donors and sponsors and implement strategies to foster positive relationships.
- Analyze new donor demographics and develop strategies for new giving opportunities.
- Create new donor relationships while maintaining existing ones.
- Establish and maintain communications with individual and business donors and sponsors.

Communication, Outreach, and Community Engagement

- Create mail appeals to targeted stakeholders.
- Prepare and present monthly and quarterly reports on progress towards fundraising goals.
- Develop post-event reports to analyze data and determine the marketing effectiveness for the fundraising program.
- Work with the marketing department to create materials related to fundraising.
- Write reports and provide data for the annual report, quarterly newsletters, and press releases.

Financial Management

- Prepare and manage an annual budget for development activities that is aligned with organizational goals and objectives.
- Collaborate with the Executive Director on funding opportunities.

Committee Work

- Participate in the Development Committee.
- Participate in relevant committees or working groups to contribute development expertise and support organizational initiatives.
- Collaborate with cross-functional teams to achieve shared goals and objectives.

Fulfill other duties as assigned.

Physical Responsibilities

Computer-Based Work — 55%

- Prolonged periods of remaining stationary at a desk to manage donor databases, oversee correspondence, draft proposals and grants, generate reports, analyze fundraising data, and manage administrative tasks.

Movement Throughout Office and Event Spaces — 15%

- Moving between buildings, offices, meeting rooms, and event locations to collaborate with staff, meet with donors, and oversee development operations.

Stationary Work — 10%

- Standing for extended periods of time for meetings, while hosting fundraising events, giving presentations, and attending receptions.

Transporting Materials — 10%

- Occasionally lifting or transporting fundraising materials (e.g., event supplies, printed collateral, display items), typically up to 25–35 pounds.

Travel and Off-Site Work— 10%

- Periodic local or regional travel to meet donors, attend outreach events, or represent the organization in the community.

Other Physical and Environmental Factors

Manual Dexterity

- Frequent use of hands for typing, writing notes, assembling donor packets, and handling printed materials.

Visual Requirements

- Ability to read reports, review financial documents, examine donor data, and work with digital screens for extended periods of time.

Environmental Conditions

- Primarily an indoor office environment; occasional exposure to outdoor conditions during events or community engagement activities.

Qualifications

- Bachelor's Degree in nonprofit management or related field.
- Minimum of 5 years experience in nonprofit fundraising that includes experience in major gifts, corporate giving, and special events.
- Proven track record of meeting fundraising goals and securing major gifts
- Excellent written and verbal communication skills; attention to detail, planning, and organizational skills; strong interpersonal skills; strong presentation skills.
- Ability to work well in diverse groups and work collaboratively.
- Experience measuring data and outcomes of events to determine marketing effectiveness
- Database and spreadsheet proficiency.
- Skilled with marketing and communication planning, including social media strategy

Reviewed and approved: July 15, 2024