



DIRECTOR OF DEVELOPMENT

The Organization: The Georgia Historical Society (GHS) is the premier independent statewide institution responsible for collecting, examining, and teaching Georgia history. GHS houses the oldest and most distinguished collection of materials related exclusively to Georgia history in the nation. To learn more, go to www.georgiahistory.com

Job Summary: The Director of Development is responsible for supporting the GHS mission and vision through acquisition of funding necessary to expand and sustain GHS programs. This person will maintain a high level of understanding of the GHS model and exhibit passion for the GHS mission and oversee development and implementation of annual and campaign-specific fundraising plans designed to obtain philanthropic gifts to advance the GHS research and educational mission. The Director of Development supports the efforts of the President/CEO, the Vice President/COO, the Board of Curators, key volunteers, and others to raise funds to meet specific measurable fundraising goals and monitor progress against those goals. Responsibilities will include creating and maintaining records and reports of development-related activities (e.g., campaign reports, donor reports). This role is responsible for formulating and supporting a funding strategy and for executing and/or overseeing the implementation of a development plan which deepens the commitment of existing donors, increases the number of overall supporters, and creates opportunities for all to contribute to GHS's mission in practical and meaningful ways. The successful candidate will be energized by the opportunity to strengthen the existing development program and enhance the fundraising results of GHS. GHS boasts an influential, dynamic Board of Curators comprised of leaders from across the state of Georgia; the board is actively engaged in development efforts.

This is a full-time, benefited, position located in Savannah, GA.

Job Duties and Responsibilities (incumbent may perform other duties as assigned)

Development (Prospect Identification, Research, Relationship Management, and Solicitation)

Percentage of Role – 40%

Works with CEO and COO to develop, oversee, and implement a comprehensive annual fundraising plan inclusive of board, corporate, foundation, individual donor, and membership giving as well as development events. Oversees annual and ongoing campaigns, to include the Annual Appeal, *Georgia History Festival*, Endowment, and Planned Giving campaigns. This includes working with others to coordinate efforts of the CEO, COO, board members, and volunteers to solicit donations by researching, analyzing, and identifying major corporate, foundation, and individual donors, and assists with developing solicitation proposals and talking points for the CEO, board members, and other leadership as needed. Works with the senior leadership team to identify funds needed and preferred funding targets and approaches. Identifies and cultivates major gift prospects, as well as corporate and foundation donors. Stewards relationships with existing donors implementing follow-up communication and expressing gratitude frequently and in a timely manner. Efforts are focused on advanced relationship building primarily over the phone to support institutional development plans and initiatives that support the CEO's relationship building and development activities. Working with others, creates proposals for corporations and grant making foundations and directs the necessary follow-up reports for funders related to all grant awards received. Drafts grant applications in a timely manner and maintains follow-up communication with foundation representatives. Works closely with PR/Communications to develop and execute effective donor communications and marketing materials including preparation of all fundraising appeals and materials, including targeted email, direct mail, and social media campaigns.

Campaign Strategies and Recordkeeping (Development Strategies, Data Management, and Reporting)

Percentage of Role – 25%

Oversees development and implementation of campaign strategies across campaigns to include acknowledgements and annual endowment reports to fund donors, etc. Creates materials for fundraising mail solicitations and sponsorship packages for events. Directs donor activities including oversight for the receipt and acknowledgement of donations and collection of pledges, ensuring that donor restrictions/intentions and specifications are honored. Responsible for oversight of accurate donor records by developing, directing, and monitoring effective data management strategies and overseeing the effective use and maintenance of the GHS database (Salesforce). Responsible for monitoring and analyzing fundraising data to evaluate performance and adjust strategies as needed. This involves tracking donor engagement and retention rates, analyzing revenue streams, and making data-driven decisions that help the institution achieve its fundraising goals.

Special Events

Percentage of Role – 15%

Supports the institution's special events such as the annual Trustees Gala, VIP donor receptions, and board receptions as well as other events. This includes directing the solicitation of in-kind donations and interfacing with donors/guests to ensure exceptional experiences. Must be available for occasional weekend and evening work to support fundraising, programming, and marketing activities.

Supervision (Administrative Oversight and Supervision)

Percentage of Role – 15%

Manages other team members, providing guidance, training, and support as needed. This includes setting goals and expectations for the individual team member, monitoring performance, and providing feedback to ensure that fundraising deadlines are met or exceeded.

Membership and Outreach

Percentage of Role – 5%

Oversees membership and outreach efforts around the annual membership dues renewal process for 6,000+ members; ensuring timely renewals and solicits lapsed members regularly.

Supervisory responsibilities: This position directly supervises the Development Associate. May also supervise projects with other team members.

Experience and Skills Required

Knowledge, skills, and abilities: Demonstrated leadership in coordinating annual campaigns including direct experience with donor stewardship, cultivation, and solicitation. Highly developed verbal and written communication skills including excellent writing and editing skills, as well as the ability to communicate complex ideas clearly and persuasively. High attention to detail. Exceptional interpersonal skills and the ability to interact effectively with leadership, prospects, donors, and/or volunteers in a wide range of roles. Demonstrated experience with capital campaigns and capacity building campaigns. Microsoft Office expertise. Ability to exercise exceptional judgment, to demonstrate an understanding of ethics related to development activities, and to use a high level of discretion in interactions with donors, prospects, volunteers, and others. Demonstrated organizational skills and experience in managing events and other complex activities and projects in support of institutional development objectives. Established skill crafting compelling communications that resonate with potential donors. Proficiency with fundraising software as well as experience with donor databases and online fundraising platforms required.

Position requires professionalism, adaptability, emotional maturity, and intelligence in a demanding and fast-paced environment with an employment history that reflects tenure and stability. Comfort working selflessly behind the scenes for the good of the institution.

Education: Bachelor's degree from an accredited university. Master's degree highly preferred.

Experience: Minimum of ten years of professional experience in nonprofit fundraising with specific responsibility for overseeing successful implementation of fundraising campaigns. Must have prior experience successfully implementing multi-year fundraising campaigns and major gifts fundraising. Prior experience working with

Salesforce or other equivalent fundraising software is required, including generating and analyzing reports. Prior management experience and strong relationship building skills are required. Strong project management experience with the ability to oversee multiple projects and meet deadlines. Experience and understanding of all fundraising compliance requirements and regulations including nonprofit financial reporting.

Physical Requirements:

Must have the ability to sit for extended periods, stand, and walk occasionally, reach with hands and arms, and lift/carry objects up to 25 pounds occasionally. Must be able to ascend and descend stairs. Must use hands to manipulate objects including a keyboard/mouse and GHS collection material. Must have good vision and hearing to perform tasks like reading documents and communicating with colleagues, donors, patrons, and the general public in person and over the phone. Must provide staff support with an annual event requiring additional work hours and advanced walking, standing, reaching, lifting, and carrying materials. This annual event will require an ability to hear accurately to interact with the public, demonstrate clarity of vision, judge distance and space relationships, and identify and distinguish colors.

To Apply:

Send Cover Letter, Resume, and Salary Requirements to:

Director of Development

Georgia Historical Society

104 West Gaston Street

Savannah, GA 31401

Fax: 912.651.2831

Email: jobs@georgiahistory.com

No Phone Calls Please