

# Greenwich Historical Society

BUSH HOLLEY HOUSE • MUSEUM • LIBRARY & ARCHIVES

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## **DIRECTOR OF DEVELOPMENT**

Founded 90 years ago as an organization devoted to collecting and interpreting the community's history, Greenwich Historical Society has evolved into a vital and growing campus with a nationally-significant historic site, award-winning museum and a multi-faceted range of programs and activities. Located on the historic Cos Cob Harbor, home of Connecticut's first art colony, the Historical Society has two main areas of focus: as a museum (galleries, Bush-Holley House, education center) with related exhibitions and education programs for children and adults, and as a center for Greenwich history (library and archives, preservation and publication programs). Its stated mission is: "We preserve and interpret Greenwich history to strengthen the community's connection to our past, to each other and to our future."

## **Position and Responsibilities**

The Director of Development reports to the CEO & Executive Director, works closely with the Board and other organizational staff, and participates in several Board committees.

The Director of Development will:

1. Work with senior leadership to aggressively plan, lead and direct the organization and implementation of fundraising from individual, foundation, corporate and government sources to meet the operating, exhibition, collections, and education needs of the Historical Society for the present and the long term. Key initiatives include: ongoing efforts to identify and expand corporate and foundation donors and sponsorships; increased identification and cultivation of individual donors, with particular focus on accessing new constituencies and funding sources; growth of the annual fund, major gifts and membership; and advancing a planned giving program.
2. Work closely with staff, Board and volunteers to maximize the effectiveness of the Historical Society's major fundraising events and other special events and activities, including its History in the Making Award Dinner, Spring Tour and its Greenwich Landmarks Event; and to help attract, cultivate, and retain donors and members, which includes establishing and overseeing the fulfillment of donor benefits and recognition.

3. Work with the Executive Director & CEO to motivate and strengthen the Board in its role in development; expand, manage and coordinate the Board and other volunteers' involvement in fundraising activities; and take an active role in serving and supporting the Board as it continues to grow and develop.
4. Cooperate with the Executive Director & CEO to prepare foundation, corporate and government grant proposals, and oversee grant administration and reporting.
5. Train and supervise the Development Associate and support staff, and recruit and replace as necessary, in consultation with the Historical Society's senior leadership.
6. Maintain the integrity and effectiveness of the Historical Society's fundraising database, Raiser's Edge; growing the staff's competence to generate timely reports and lists.
7. Work collaboratively with and serve as a resource to the Education, Exhibition, Collections, and Marketing departments in the design of marketable and fundable programs and help secure new sources of funds for these programs; foster ongoing, collegial communications among the development department and other departments of the organization and the board.
8. Team with the Executive Director & CEO, Marketing Director, Board and other staff to enhance the Historical Society's public image and positioning, foster positive external relations, and build long-term strategic alliances, and play an active, public role as a representative of the organization.
9. In conjunction with the Executive Director & CEO and the Finance Director, help prepare and manage the Development department's financial reports and budget; monitor the development budget and control expenses, and oversee the administration of the development department, its procedures and policies.

### **Qualifications**

The successful candidate will:

1. Have a background in the cultivation and solicitation of individual, corporate, foundation, and government donors, and a proven track record in the management of fundraising events and successful development programs, including staff and volunteer management. .
2. Understand and support the Historical Society's mission, appreciate the important role cultural institutions play in the life of a vibrant community, and have the ability to articulate this mission and role to others.
3. Be someone with initiative, creativity, self-confidence, and energy, who enjoys working as a team player but also has the capability to work independently and as a self-starter.

4. Be a personable, positive, and social individual, with integrity and a sense of humor, who is able to work well with trustees, donors, volunteers and staff, and who enjoys taking an active, public role in the cultivation and solicitation of donors as well as in working behind the scenes.
5. Have excellent verbal and written communication skills, computer literacy and the ability to inspire those working with him/her toward accomplishing common objectives.
6. Be well-organized; able to manage strategically set priorities that serve the chosen strategies, yet have sufficient focus on details to assure effective implementation and follow through.
7. Be willing to work diligently and hands-on to get the job done, and with the flexibility necessary to balance the many challenges inherent in a changing, growing organization.
8. Have, at minimum, a Baccalaureate degree, and at least five years of development experience.

### **Compensation, Start Date and Application Procedure**

A review of prospective candidates will commence immediately, continuing until the position is filled. Interested and qualified individuals, and recommendations of same, are encouraged to submit their credentials as soon as possible for full consideration to the below consulting firm retained for the search. Complete credentials should be submitted electronically and should include the following:

- Cover letter;
- Résumé or CV;
- Salary requirements;
- Four professional references, including name, email, phone and relationship.

The compensation package includes a base salary of \$100,000 - \$120,000 with annual incentives. Benefits include

- 80% of individual health coverage
- Short term disability and life insurance
- 3% contribution to 401(K) plan
- 2 weeks vacation (goes up to 4 weeks max over time)
- 10 paid holidays
- 7 comp/sick/personal days

Application materials should be sent electronically – Word or .pdf only, please – with the applicant's name included as part of each file name.

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