



**National Trust for
Historic Preservation**
Save the past. Enrich the future.

JOB ANNOUNCEMENT

SENIOR MANAGER OF DEVELOPMENT Lyndhurst Historic Site -- Tarrytown, NY

JOB SUMMARY

The Senior Manager of Development heads the development function at Lyndhurst, and is responsible for strengthening the financial health and capability of the site through a comprehensive fundraising program. A member of the senior staff and reporting to the Lyndhurst Executive Director, the Senior Manager will plan, implement, manage, and carry out all fundraising activities at Lyndhurst. She/he will dedicate specific focus to the cultivation, writing and submittal of major state and Federal grants, as well as acquiring new foundation and corporate grants. She/he will also increase the involvement and financial engagement of local/regional individual donors, including growing the fundraising capacity of the annual gala and increasing giving capacity and participation from the Advisory Council.

This position will be based primarily on site at Lyndhurst, in Tarrytown, NY, but candidates from anywhere in the general region (e.g., NYC, Northern NJ, the Hudson Valley, CT) will be considered. A hybrid work arrangement may be structured to allow flexibility of location to the employee while effectively meeting the donor stewardship needs of the site.

About Lyndhurst:

Originally built in 1838, Lyndhurst is considered by many to be the most important American home of the 19th century. Designed by A.J. Davis, the Frank Lloyd Wright of the 19th century in Gothic Revival style, Lyndhurst was one of the first homes to be built in the Hudson Valley as a romantic retreat. With 15 outbuildings, including a bowling alley, greenhouse frame, swimming pool, kennel, carriage house complex, laundry building and two gate houses and housing an important collection of over 10,000 pieces of fine and decorative art, Lyndhurst is situated on 67 magnificently landscaped acres on the widest part of the lower Hudson River. Lyndhurst is where the Hudson Valley begins.

DUTIES

Fundraising Activity Leadership

- Working with the Executive Director, develop annual plan for all annual fundraising activities.
- Focus on identifying and expanding government, corporate and foundation grant opportunities.
- Build participation and fundraising capacity of the annual gala.
- Strengthen financial participation from the Advisory Council

- Identify and involve new local/regional individual donors for involvement in the organization.
- Manage all fundraising events, including managing consultants, staff, planning, financial goal tracking and communication/follow-up.
- Write all grant applications and final reports for the organization and supervise acknowledgment protocol for gifts across giving levels from membership to major gift fulfillment.
- Supervise collaboration with visitor services to stimulate membership growth.

Communications & Engagement

- Work with executive director to write and develop all needed fundraising collateral materials and donor appeals
- Supervise work of the Marketing Coordinator on all external communications, including;
 - The development of printed and digital communications targeted at increasing constituent engagement and membership renewal.
 - Development of membership/program mailings and year-end appeals
 - Development of monthly email newsletters and frequent social media posts
 - Oversee media outreach related to raising donor visibility for key programs and identify and manage outside consultants, as needed.
 - Facilitate the writing and dissemination of press releases, facilitate interviews with journalists and develop and cultivate social media influencers.

QUALIFICATIONS

- At least 8 years of professional level experience, including experience with budgeting, staffing, supervising professionals and leading teams to generate high quality results, preferably within a high profile non-profit setting.
- Minimum 5 years direct fundraising experience. Proven leadership in development areas of grant identification, donor cultivation, and gala organization. Prior work in the art/design/museum/botanical garden world is preferred.
- Excellent writing skills.
- Ability to achieve results with limited supervision.
- Experience supervising support staff, as well as successfully managing key internal and external stakeholders and relationships.
- Proven ability to collaborate across departments to implement processes and achieve results, as well as to work collaboratively with a small, dedicated team. Track record of building and maintaining productive relationships with multiple internal stakeholders.
- Highly organized, with ability to prioritize, multi-task efficiently and respond to a high volume of ongoing requests in a timely fashion.
- Ability to adapt and be flexible in a dynamic work environment

- Personable style with effective presentation skills. Excellent verbal and written communication skills. Must be able to articulate the site's mission to a wide range of audiences in a variety of ways.
- Proven ability to continually develop skills.
- Advanced knowledge of Microsoft Word and Excel required. Familiarity with other software, including donor or related databases, presentation software and social media platforms, a plus.
- Regular and reliable attendance required.

PAY & BENEFITS

This is a full-time, exempt level position, eligible for full benefits, including health, dental and life insurance, retirement benefits, and 3+ weeks of vacation, plus sick time and holidays.

The National Trust has recently implemented a policy requiring all staff to show proof of vaccination by October 31 (with limited exceptions for religious or medical reasons, subject to conditions such as weekly testing.)

Hiring Range: \$70,000 - \$80,000 per year

TO APPLY

Please submit cover letter and resume via the following link or contact

hr@savingplaces.org for questions:

<https://nthp.clearcompany.com/careers/jobs/cc291803-2bf6-7a76-b57d-73b5518f2c19/apply?source=1773753-CS-2506>