**Seward House Museum  
Position Summary  
Director of Development**

The Seward House Museum, a dynamic Historic House Museum, seeks an experienced Director of Development with a proven track record to spear-head its fundraising efforts. The Development Director will report to the Executive Director (ED) and will work closely with staff and the Museum Board of Trustees executing our fundraising plan with specific goals for: major gifts, foundation and government grants, corporate sponsorship, special events, membership, planned giving, and annual fund campaigns. The Director of Development will also be responsible for publicizing and interpreting the mission of the Seward House Museum to local, regional, and national news media, as well as to other important constituencies.

**Job Responsibilities**

* Identify & secure individual, corporate and foundation support.
* Actively cultivate and nurture donor relationships with current and potential supporters for revenue growth and increased investment.
* Ensure stewardship of past, current, and prospective donors through personal visits, correspondence, timely gift acknowledgments, and strategic administration of naming opportunities.
* Implement annual fund campaign, annual membership drive and meet growth targets
* Cultivate and retain high-end donors.
* Write/edit grant proposals; assist in management of grant reports.
* Oversee the planning and execution of special events including fundraisers, exhibit previews, donor appreciation, and educational events and manage their respective budgets.
* Work with ED and Board to help implement short-term special or capital fundraising projects and future capital campaigns.
* Maintain development database utilizing the Museum’s Neon software.
* Develop marketing materials to attract corporate members and sponsors.
* Provide direction to and serves as liaison with advertising, marketing, and public relations agencies under contract with the museum.
* Utilize print, broadcast media, website, and social media to disseminate news and information about the museum and its objectives.
* Create collateral marketing material for events and educational programming.
* Serve as staff representative on the Development and Marketing Committee.
* Launch Planned Giving Program
* Meet goals and objectives as outlined in the Museum’s current 5 year Strategic Plan.

Requirements:

Education: Bachelor’s degree is required; Master’s degree or CFRE is preferred.

Experience: 2-5 years of relevant experience in a nonprofit setting with a successful fundraising track record. Experience working with a constituent data management system, such as Neon or Blackbaud.

Knowledge, Skills And Abilities: Ability to develop and implement creative fundraising strategies; strong time management skills and strength in handling multiple projects at one time; comfort and skill in developing relationships during museum events and in off-site social and professional settings; flexible, team-oriented, attends to detail and shows initiative; excellent oral, written, analytical and problem solving skills; passion for history and prior development experience in a museum or other nonprofit organization required; extremely tactful and sensitive in dealing with diverse audiences, confidential financial records, and donor information.

To apply send cover letter, resume, three professional work references, and a 1-3 page writing sample to: [director@sewardhouse.org](mailto:director@sewardhouse.org) by July 15, 2019. No phone calls please.