



Job Description

CANDLES Development Director

CANDLES Holocaust Museum and Education Center seeks candidates for a full-time position of Director of Development to work closely with the Executive Director, Museum Director, staff, and board members to achieve the organization's annual and long-term goals of grants and gifts. This position will be required to maintain the museum's existing portfolio of funders and donors and aggressively expand it to support the organization's ambitious growth goals. The candidate should be flexible and able to thrive in a dynamic environment in which design, implementation, and management of initiatives are all expected.

Responsibilities:

- Work with staff and board to create and implement development strategies.
- Grant research: Conduct research on corporate and foundation grant prospects with regular engagement with ED and board to pursue and develop new streams of foundation support.
- Write grant proposals, reports, and other communications: Write foundation, government, and corporate proposals and reports, coordinate proposal budgets, interact with foundations as necessary.
- Foundation relations management: Track and schedule all foundation contacts, due dates, submissions, responses, and financial reporting.
- Individual donor relations: Maintain and cultivate relationships with existing donors, develop and implement plans to expand donor circle. Develop donor recognition opportunities.
- Management of membership programs: Manage existing membership programs and develop and implement plans to increase membership; plan and execute membership events; maintain regular communications with membership.
- Board relationship: Serve as the key staff member on the board's Development Committee; submit monthly reports and other communications to this committee and board leadership.
- Manage the development database: Maintain/improve data integrity; enter gifts and memberships; mail acknowledgements, and train staff, volunteers, and interns to manage these tasks.
- Play a lead role in all other development functions such as producing fundraising materials, fundraising event planning/execution, special fundraising drives, volunteer management, board development opportunities.
- Carry out other such duties as may be assigned or requested.

Traits and Characteristics:

- Exceptional organizational and administrative skills, with the ability to plan, set goals and objectives, organize, and follow through.
- Possesses strong interpersonal and oral and written communication skills with the ability to articulate compelling messages for support that generate enthusiasm and commitment among stakeholders.



HOLOCAUST
MUSEUM &
EDUCATION
CENTER

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- Openness toward new experiences, new projects, and diverse types of people. Demonstrates ability to work with a wide range of people and possesses empathetic outlook and sense of diplomacy.
- Must exhibit a professional presence, positive attitude, sense of discretion, and sense of responsibility.
- Values relationships above all. Gives attention to every personal interaction and looks to strengthen relationships at each opportunity.
- Attunes well to the perspectives of others and communicates to that person in a way he or she will understand.
- Relentless attention to detail, given time and other constraints.
- Seeks feedback and personal growth. Takes feedback and constructive criticism well.
- Willingness and availability to travel.

Ideal Requirements:

- Bachelor's degree plus 3+ years of experience in development, fundraising, or foundation relations, with a demonstrated track record of successful grant proposals to foundation, government, and corporate sources.
- Excellent written and verbal communication skills. Working knowledge of budgeting and fiscal management procedures. Proficiency in Word, Excel and other related software applications, database management.
- Must be able to work effectively with staff, donors, and funders from various levels and backgrounds; manage multiple tasks and meet multiple, firm deadlines; display acute attention to detail; organize data and produce reports and other communications.
- Ability to work as part of a team.
- Knowledge of donor/relationship databases, especially Bloomerang, is preferred but not required.
- This position is primarily office-based but a hybrid schedule could be arranged. Will require significant computer use. Will require position to be on site for relevant events/functions. Must lift and carry 10 lbs.

To apply: Please send letter of interest and resume to Troy Fears at troy@candlesholocaustmuseum.org.

No phone calls, please.

Salary commensurate with experience.

CANDLES Holocaust Museum and Education Center is an equal opportunity employer.