

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, the Chair of the Board of Directors, 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. This position is ideal for a candidate with several years of demonstrated success in grant research, proposal writing, individual donor relations, and will work with staff to develop new streams of grant support. 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 Executive Director and Board to create and implement development strategies.
- Grant research and work with Executive Director: 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 with the ED, 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 regular (monthly or quarterly) reports and other communications to this committee and board leadership.
- Manage the development database to maintain/improve data integrity
- 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, oral, and written communication skills with the ability to articulate compelling messages for support that generate enthusiasm and commitment among stakeholders.
- Openness towards 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.
- Sensitivity to older adults and Holocaust survivors.

- 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.

Requirements:

- Bachelor's degree plus three or more 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 and 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 both office-based and requires some travel. 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 cover letter, resume, and two development writing samples to Leah Simpson at leah@candleholocaustmuseum.org. No phone calls, please. CANDLES Holocaust Museum and Education Center is an equal opportunity employer.