



JOB POSTING

Director of Institutional Advancement

REQUISITION #: AC-210528

WAGE/SALARY: Low \$70's; commensurate with experience

POSITION STATUS: Fulltime with Benefits

POSTING PERIOD: July 6, 2021 until position filled

ABOUT THE ORGANIZATION:

The Delaware Historical Society (DHS), founded in 1864, preserves, promotes, and shares Delaware's history in a welcoming environment to educate, inspire, and empower people and communities. DHS is an independent, non-profit, non-government historical society founded in 1864. DHS includes 9 historic buildings, 8 of which are in Wilmington and straddle the 500 block of Market Street, and the ninth is the "Gem of Old New Castle," the George Read House & Garden (designated a National Historic Landmark—the nation's highest level of historic significance—in 2017).

The Wilmington campus includes the Old Town Hall (1798) adjoining the Delaware History Museum and the Jane and Littleton Mitchell Center for African American Heritage (created in 2016). Across the street from these museum buildings (which include the museum store and staff offices) stands the DHS Research Library, the Library Annex (in the 1816 Robert Porter House), and the four Colonial-era buildings that comprise Willingtown Square. Each of the Wilmington buildings are contributing properties to the Market Street Commercial District on the National Register of Historic Places.

GENERAL INFORMATION:

The Delaware Historical Society (DHS), is currently seeking an energetic and experienced senior development professional to become an integral part of the DHS leadership team. The **Director of Institutional Advancement** will be responsible for all fundraising activities of the organization; manage donor relationships to increase broad-based philanthropic support; and conceptualize the planning and implementation strategies to support ongoing operational, program and capital needs. In partnership with the Executive Director, the successful candidate will act as primary catalyst and advocate in advancing support for DHS among business and philanthropic leaders within and beyond the members of the Board of Trustees and the borders of the state. They will also work collaboratively with the Board development committee, senior staff and others to identify and cultivate new sources of contributed income in areas including major individual gifts, corporate and foundation support, public partnerships and planned giving. The ideal candidate will demonstrate past success in achieving fundraising goals and the capacity to effectively communicate the mission of the Delaware Historical Society and its relevance today and for the future.



POSITION RESPONSIBILITIES:

- Oversight and responsibility for all organizational fundraising functions and activities, including annual and long-range strategic planning, monitoring, analysis and reporting.
- Departmental budget development, monitoring, analysis and reporting.
- Major gift program development, research and cultivation of prospects, relationship-building, donor recognition and stewardship.
- Grant research, budget and proposal preparation, management and reporting, including ongoing relationship-building with foundation, corporate and public sector grantors.
- Development of strategic sponsor partnerships with local, regional and national businesses and corporations as appropriate and close collaboration with administrative, program and communications staff to coordinate and fulfill sponsorship commitments.
- Supervision of planned gift efforts and preparation of planned giving materials; coordination and collaboration with Executive Director, Trustees and legal counsel as appropriate to strategize cultivation and execute planned gift documents.
- Directing the Advancement and Communications team with a goal to build and assess the DHS membership program, annual giving campaigns and fundraising events, strategic visioning.
- Motivate, inform, coach, and encourage professional growth among staff to develop a high performing team.
- Participate actively in professional, civic and community organizations to represent DHS and promote awareness of the organization and its programs.
- Monitor adherence of all fundraising activities to current best practice models, the Code of Ethical Standards/Association of Fundraising Professionals, the Donor's Bill of Rights and legal requirements for donations and other gifts.

EDUCATION AND EXPERIENCE:

- Bachelor's degree or higher, 10 years of professional fundraising experience and 5 years in a leadership role. An equivalent combination of education and experience will be considered.
- Outstanding written and verbal communications skills, with demonstrated ability to inspire through compelling presentations, conversations, written communications and proposals.
- Demonstrated experience with long-term strategic planning, budget development, goal setting, performance management, relationship building and maintaining those relationships with fundraising constituents including major donors, government representatives, foundations, and corporations.
- Demonstrated experience developing and implementing an annual program to increase contributed income and ability to work effectively with board and staff to implement membership programs and annual fundraising events.
- Demonstrated experience in supervising a major gift program, consistently fundraising for multiple strategies that are deployed at local, regional, and national levels, and asking for and closing major gifts.
- Management experience, including ability to lead and motivate, to set objectives and assess performance of direct reports, to foster an environment of proactive teamwork and professional growth, to respect and credit diverse perspectives, and to give and receive timely, constructive feedback for staff and volunteers.
- Strong computer skills, including knowledge of database management and dedicated fundraising software.
- Must thrive in a highly collaborative mission-driven culture, communicating and working with colleagues at all levels. Must demonstrate multi-cultural awareness and cross-cultural experience or background.



- **Additional strengths:**

- Knowledge of Delaware's philanthropic community, federal and state grant opportunities and processes, and networks of professional relationships would be highly desirable.
- Experience, coursework, or other training in the basics of charitable gift planning.
- Familiarity with DonorPerfect.

HOW TO APPLY:

Please send **RESUME, COVER LETTER and 3 PROFESSIONAL REFERENCES**.

Option #1: via Email

HR@dehistory.org

RE: AC-210528, Director of Institutional Advancement

Be sure to include the above reference in the subject line.

Option #2: via US Mail

Delaware Historical Society

HUMAN RESOURCES #AC-210528

505 North Market Street

Wilmington, DE 19801

No telephone calls.