

# Fort Bend History Association

## JOB DESCRIPTION

**Position Title: Director of Development**

**Compensation: \$65,000-\$70,000 annually**

**Supervisor: Executive Director of the Fort Bend History Association**

### Qualifications:

- Bachelor's Degree in related field required
- 3-5 years of experience in nonprofit development or sales experience, preferably with grant writing, corporate and individual donor fundraising
- Strong community advocate with ability to attract and engage community partners for the Fort Bend History Association
- Outstanding leader, with exceptional written, verbal, and interpersonal communication skills
- Computer literacy in basic office applications
- Knowledge of donor database programs, Raiser's Edge Donor software a plus

**Overall Objective:** To lead the Fort Bend History Association (FBHA) to the next level of development, making it strongly competitive with other museums in the area and a leader in the historical museum field; to increase visibility of the History Association to corporate, civic, and individual members of the greater Houston and Fort Bend communities; and to fulfill the mission, objectives, strategic plan, and the expectations of an AAM-accredited museum.

**Position Description:** The Director of Development is responsible for facilitating strong relationships within the funding community and manages the organization's fundraising program, garnering programmatic and general operating support from individuals, corporations, foundations, and government agencies, through grant writing, the annual fund, special events, sponsorships, and major gifts. They will provide strong development and fundraising leadership and expertise; advocate strongly in the community for the FBHA; increase area financial support for the FBHA; and help fulfill the goals and objectives of the strategic plan.

## RESPONSIBILITIES

### 1) Museum Development

- Responsible for securing a minimum of \$450,000 annually through individual, corporate, and foundation support.
- Develops and implements the three-year annual development plan in partnership with the Executive Director.
- Cultivates donors to participate in annual giving, major gifts, and corporate sponsorship.
- Develops and implements recognition programs for all donors, researching innovative ways to acknowledge benefactors and volunteers. Recognizes donations with appropriate letters, personal contacts, press releases and/or phone calls.
- Works with the Executive Director to involve Board members, members and the general community to support FBHA initiatives and development plans.

- Attending History Association events and meetings; helps to increase the History Association presence in the community by joining and participating in community organizations and attending community events.
- Collaborates with Marketing to ensure that all fundraising efforts are successfully promoted on websites, other print media, and on social media sites.

## **2) Database Management**

- Maintains accurate and timely database records of all FBHA financial donors, prospects, and volunteers.
- Utilizes the database to provide letters, labels, reports, and other information.
- Updates database on a regular basis.
- Reports all contributions, donations, new grant submissions and awards to the Executive Director monthly.

## **3) Special Events**

- Serves as project manager to ensure that major timeline is followed, and deadlines are met.
- Facilitates volunteer planning committees through the entire cycle of event preparation.
- Identifies and ensures logistical arrangements for physical setup.
- Prepares materials and implements process of donor solicitations, including all correspondence, invitations, and acknowledgement.
- Assists Executive Director with other event-related tasks as needed.

## **4) Annual Campaigns and Grants**

- Implements efforts to successfully achieve corporate, individual, foundation and membership fundraising campaigns as outlined in departmental strategic plan.
- Research Identify and cultivate government, corporate and private funding.
- Directs development of foundation grants and other grant funding.
- Prepares materials and implements process for annual campaign cycles.
- Write, submit and track grant proposals and reports
- Facilitate grant proposals by providing required documentation and clerical support.
- Maintains a timely calendar of upcoming grant deadlines.
- Ensure compliance with all grant/contract recognition and reporting as required by funding organization

## **5) Other duties as assigned by the Executive Director**

Please submit a resume, cover letter and three references to Madeleine Calcote-Garcia at [mcalcotegarcia@fbhistory.org](mailto:mcalcotegarcia@fbhistory.org) .