



Job Posting: Advancement Director

January 27, 2020

The National Society of The Colonial Dames of America, headquartered at Dumbarton House, is undergoing an exciting transformation. Guided by an ambitious, new strategic plan and governed by engaged and dedicated board leaders, the institution approaches its final year in its largest fundraising campaign to date with over \$7.8million committed in a \$10m campaign, a focus on NSCDA membership growth and engagement, and a goal to raise visibility for the organization’s work in historic preservation, history education, and patriotic service. The Advancement Director, a newly created role for the organization, is responsible for building awareness, engagement, and support for the NSCDA and Dumbarton House from all sources. Comfortable leading, managing, and working alongside a “small shop” of colleagues, the Advancement Director will develop and implement strategies and plans for fund development, public relations, and NSCDA membership growth and engagement, working closely with the Executive Director and volunteer committees/board leadership. A team player, the Advancement Director will be a savvy self-starter, comfortable serving in a role that is both strategic and tactical, and committed to building a strong advancement department and program to sustain the organization’s work for the future.

Essential Duties & Responsibilities:

- Build strong relationships with committee and NSCDA leadership, and major donors;
- Build cohesive team among the advancement staff (development, NSCDA membership, communications), implementing sound departmental practices/processes and leading/mentoring staff to build on their strengths and capabilities.
- **Fundraising:** manage comprehensive campaign conclusion including donor recognition, reporting, volunteer solicitation support, and stewardship planning; develop Development Plan to build Culture of Philanthropy within the NSCDA following campaign conclusion; expand local fundraising support for Dumbarton House through growth in existing museum membership and corporate sponsorship programs and/or development of new efforts; expand planned giving program; build/direct major gifts program, annual fund program, grant program, and fundraising database and tracking systems.
- **Membership:** develop NSCDA membership growth and engagement strategy and plan in coordination with key volunteer committees; support NSCDA membership data and process analysis; launch alumnae program for former National & Corporate Society leaders; support enhanced in-person and virtual orientations, trainings, meetings, and workshop opportunities.
- **Public Relations:** develop internal communications and external public relations/marketing plans to increase visibility nationally; oversee internal and external organizational communications; represent the NSCDA and Dumbarton House visibly within the membership and externally in the community, attending meetings, events, conferences, and functions.

Key Attributes & Qualifications:

- Palpable enthusiasm for the preservation/patriotic service mission of the NSCDA and Dumbarton House, and ability/ willingness/passion to share that enthusiasm with others;
- Experience managing staff and volunteers of various experience-levels in a collaborative environment to effectively meet and exceed established goals;
- Exceptional written and oral communications skills, high degree of initiative and attention to detail;
- Highly organized team-player, with a proven ability to work well under pressure and manage multiple projects/deadlines;
- Diplomacy, ability to maintain high level of poise and professionalism in all circumstances;
- General knowledge of tax laws and other applicable guidelines and regulations related to charitable giving and fundraising, including planned giving;
- At least five years of progressive experience and demonstrated success in non-profit fundraising;
- Experience with development software, highly engaged development volunteers/board members, membership organization, and communications/marketing preferred.
- Bachelor's degree, advanced degree or coursework preferred;
- This position works at the historic Dumbarton House, NSCDA National Headquarters and Museum, and requires the mobility and dexterity to climb stairs and carry objects;
- Regular evening, weekend, and off-site hours required, with occasional travel for out-of-state meetings.

To Apply:

Please send cover letter & résumé to Karen L. Daly, Executive Director, karendaly@nscda.org with "Advancement Director" as the subject line. No phone calls please.

About the NSCDA

The National Society of The Colonial Dames of America (www.nscda.org) is one of the oldest historic preservation organizations in America. Founded in 1891 as a women's lineage organization, the NSCDA now has over 15,000 members in 44 Corporate Societies and owns, operates or supports over 90 historic properties and sites throughout the United States. Our mission is to promote respect for the people, places and events that led to the formation of our country through historic preservation, patriotic service, and history education programs.