



Entrusted With History's Future

JOB ANNOUNCEMENT

Position Title: Director of Advancement, The National Society of the Colonial Dames of America

Position Type: Full Time

Work Schedule: 35 hours/week; hybrid

Location: Dumbarton House, Georgetown, Washington, DC

Pay Range: \$75,000-\$90,000 per year

Position Summary:

The Director of Advancement is responsible for building awareness, engagement, and support for the NSCDA and Dumbarton House from a wide variety of sources. In collaboration with the NSCDA Philanthropy Committee Chair and Dumbarton House Board Development Committee Chair, they will develop fundraising plans, goals, and objectives. Working closely with the Executive Director and NSCDA staff leadership team, they will implement these fundraising plans, strategies, and goals. The Director of Advancement reports to the Executive Director, is a member of the senior leadership team, and works closely with the NSCDA and Dumbarton House Board, who manage the solicitation of NSCDA members for support.

Principal Responsibilities:

1. With the NSCDA and Dumbarton House Board (DHB) Development Committees, develop and implement a fundraising plan to meet NSCDA strategic objectives, current and stretch goals, and to maintain and build a culture of philanthropy within the NSCDA, in partnership with the Executive Director.
2. Identify, solicit, and steward prospective donors, foundations, corporate sponsors, and granting agencies outside of the NSCDA membership, while building relationships with NSCDA leadership and supporters.
3. Oversee gift accounting and acknowledgement, grant writing and reporting, and stewardship of current donors.
4. Revitalize the NSCDA planned giving program, the Legacy Circle
5. Oversee the Annual Appeal, working to ensure an accurate accounting of all fiscal year contributions in the annual report.

6. Cultivate and steward corporate partners
7. Collaborate with the NSCDA and DHB Development Committees, and NSCDA staff to plan and execute on-line and in-person meetings, fundraising events, and mailings—including the meetings of the DHB, NSCDA National Conference, and NSCDA Biennial Meeting. Oversee contracts with vendors, outside contractors, hotels, meeting spaces, and excursions as required.
8. Lead the communications, website development, branding, and marketing initiatives for the NSCDA and Dumbarton house, including vetting, hiring, and working with vendors and outside contractors as needed.
9. Oversee the goals, work, and productivity of the Communications and Website Manager, Development Assistant, and Membership Coordinator
10. Assist the Executive Committee and Executive Director with new projects and initiatives as required.

Qualifications:

Experience: 5-10 years of experience in non-profit fundraising, including grant writing and corporate sponsorships; personnel supervision; and museum operations knowledge.

Education: BA (minimum) or MA (preferred) in a relevant area of study.

Knowledge, Skills, and Abilities:

1. Enthusiasm for the mission, vision, and values of the NSCDA, and the ability to communicate passion for the mission to current and prospective supporters of historic preservation, education, and patriotic service.
2. Ability to communicate in a professional manner and work collaboratively with people at all levels within the organization, including building strong relationships with staff, board members, and prospective donors.
3. Strong diplomatic skills, flexibility, reliability, and the ability to maintain a high degree of professionalism and discretion in all circumstances.
4. General knowledge of tax laws, regulations, and additional applicable guidelines related to charitable giving and fundraising, including planned giving.
5. Successful track record in building and maintaining donor relationships and closing solicitations.
6. Experience working with membership organizations.
7. Demonstrated experience managing and motivating a team.
8. Exceptional written and verbal communication skills.
9. Demonstrable initiative, energy, and creativity in fundraising efforts.

Work Environment:

1. Work is performed primarily on site at the NSCDA Headquarters on Q Street.
2. Regular evening and weekend hours are required, with occasional travel for meetings and events.

To Apply

Provide your cover letter, resume, and three references to Meredith Handakas, meredith@bryanandjordan.com, **and** David Crosson, david@bryanandjordan.com.