



## Director of Philanthropy

### **POSITION SUMMARY:**

The NSCDA, one of the nation's oldest women's organizations devoted to historic preservation, seeks a dynamic professional to lead its fundraising efforts during a period of growth and transformation. Following a successful \$10m campaign, the NSCDA is poised for new initiatives for the organization's mission of historic preservation and American history education. The Director of Philanthropy, in a newly created role, will build greater awareness, engagement, and support for the NSCDA. S/he will develop and implement strategies and plans for fund development, working closely with the Executive Director and volunteer committees/board leadership. A team player, the Director of Philanthropy will be a savvy self-starter, comfortable serving in a role that is both strategic and tactical, and committed to building a strong philanthropy program to sustain the organization's work for the future.

### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

1. With the Executive Director, 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.
2. Identify, solicit, and steward prospective donors/foundations/corporate sponsors and granting agencies, building solid relationships with NSCDA leadership and supporters.
3. Oversee gift accounting and acknowledgment, grant writing and reporting, and stewardship of current donors.
4. Revitalize NSCDA planned giving program, the Legacy Circle.
5. Oversee 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 Executive Director, NSCDA and Dumbarton House Board Development Committees to plan and execute on-line and in-person meetings, fundraising events, and mailings.
8. Oversee the work and productivity of the Development Assistant.

### **KEY ATTRIBUTES & QUALIFICATIONS:**

- Bachelor of Arts degree, + 5 or more years of non-profit fundraising experience required. Master of Arts degree with 5-10 years in non-profit fundraising, personnel oversight, and museums preferred.
- 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.



- Exceptional written and oral communication skills.
- Ability to communicate in a professional manner and work collaboratively with people at all levels within an organization, building strong relationships with staff, board members, and prospects.
- Strong diplomatic skills, flexibility, reliability, and the ability to maintain a high degree 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.
- Ability to handle sensitive and confidential information.
- Track record of success at building relationships and closing solicitations.
- Initiative, energy, and creativity.

Regular evening, weekend, and off-site hours required, with additional travel for out-of-state meetings or events.

**SALARY AND BENEFITS:**

- \$80,000 – 90,000 annually
- Paid time off
- Health, Dental, and Vision Insurance
- Retirement Plan
- Life Insurance.
- Free on-site parking
- Transit/Capital Bike Share benefits
- Staff museum gift shop discount
- Dumbarton House is an Equal Opportunity Employer.
- Proof of full vaccination is required upon hire.

**TO APPLY:**

- Send a cover letter and resume to: Hiring Committee at [jobs@dumbartonhouse.org](mailto:jobs@dumbartonhouse.org) subject line: “Director of Philanthropy”
- No phone calls please.
- Qualified applicants will be contacted to schedule an interview and have references reviewed.

Location: Dumbarton House Museum, 2715 Q Street, NW Washington DC, 20007

**About the NSCDA**

The National Society of The Colonial Dames of America ([www.nscda.org](http://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.