



MONTGOMERY
HISTORY
MONTGOMERY COUNTY HISTORICAL SOCIETY

Development and Communications Manager

Montgomery History, Rockville, MD

Montgomery History seeks a skilled, experienced, and enthusiastic professional for the position of Development and Communications Manager. The successful candidate will be an integral part of our team and will advance the organization's mission by helping to build our base of support and increase awareness of and engagement in our activities.

About Montgomery History

Montgomery History collects, preserves, interprets, and shares the histories of all of Montgomery County's residents. To that end, we operate the c. 1815 Beall-Dawson House as a historic house museum, the Stonestreet Museum of 19th Century Medicine, and the Jane C. Sween Research Library. We also manage the County's official government archives and maintain a 10,000-item collection of historic artifacts dating from prehistory to the present. We host and participate in numerous public events every year including our annual Montgomery County History Conference. We also organize the annual Montgomery County History Day, part of a nationwide competition that encourages the study and interpretation of history among middle and high school students. With a focus on outreach and inclusivity, our new "pop-up" exhibits, such as a hands-on one featuring historic typewriters, have proven to be exceedingly popular, as has our well-known Speakers Bureau. Montgomery History is also home to the Center for Suburban Studies, which explores the county's more recent past.

Responsibilities

The Development and Communications Manager will report to and work closely with the Executive Director and Development Committee. Responsibilities include:

Development (50%)

- Prepare letters of inquiry, funding requests, and other materials to solicit funds from foundations, government agencies, businesses, and organizations.
- Oversee all aspects of membership solicitations, appeals, and Annual Fund campaign.
- Produce timely donor updates and reports.
- Help organize periodic donor cultivation and stewardship events.
- Research prospective individual donors, businesses, and foundations.
- Design and produce regular fundraising reports.
- Solicits donations of product and/or in-kind support from businesses and individuals.
- Ensure prompt and personalized gift acknowledgement and recognition.

Communications (50%)

- Oversee production of quarterly newsletter, including schedule, writing, design/layout, editing, and distribution.

- Develop and coordinate the production of promotional materials related to fundraising and program activities.
- Maintain, update, and improve website content and design.
- Oversee social media presence on Twitter and Facebook.
- Send e-newsletters to our email list twice a month.

Requirements:

- Bachelor's degree or equivalent;
- Impeccable writing skills;
- At least two years of professional experience (may include time spent in internships and volunteer work);
- Demonstrated track record of success using a variety of fundraising techniques including special events, corporate sponsorships, foundation proposals, and membership;
- Highly organized, thorough, and detail-oriented;
- Organizational and time management skills;
- Proficiency in Microsoft Office, Wordpress, and social media platforms;
- Familiarity with graphic design techniques;
- Prior experience in developing promotional materials such as brochures, fact sheets, newsletters, and press releases;
- Availability to work occasional evenings and weekends;
- Creativity, inquisitiveness, flexibility, and good humor; and
- A valid driver's license.

Preferred skills and experience:

- Experience working with a donor database or customer relationship management (CRM) software;
- HTML/website maintenance experience;
- Photography and video experience;
- Desktop publishing experience, especially with InDesign, Photoshop, and Illustrator 3;
- Experience working in a small nonprofit setting;
- Spanish and/or Chinese fluency;
- Knowledge of the history and culture of Montgomery County, Maryland.

To Apply

This is a permanent, full-time position with occasional weekend and evening hours required. Because programs and events may be located throughout Montgomery County, access to reliable transportation is required. The starting salary will be \$38,000-\$42,000 with an opportunity for increases as the organization grows. The benefit package includes health insurance and federal holidays.

To apply, please email your resume, a cover letter explaining your interest in history and why you are a good fit for this position, four professional references, and a short fundraising writing sample to Matthew Logan, Executive Director at info@MontgomeryHistory.org. Type "Application for Development and Communications Manager" in the subject line. No phone calls please. All applicants will be notified their application has been received. Selected applicants will be contacted for telephone and/or in-person interviews.