



Development Director
Montgomery History, Rockville, MD

Montgomery History seeks a skilled, experienced, and enthusiastic professional for the position of Development Director. 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. Our goal is to make local history relevant, accessible, inclusive, and engaging. To that end, we undertake the following activities:

- Operate the Jane C. Sween Research Library and Special Collections, the county's most comprehensive historical library;
- Manage the County's official government archives;
- Maintain a 10,000-item collection of historic artifacts;
- Deliver a wide variety of educational programming, both in-person and online, including the annual Montgomery County History Conference, the county's National History Day event, streaming History Conversations, and the award-winning Speakers Bureau;
- Operate the Stonestreet Museum of 19th Century Medicine on the campus of the City of Rockville's c. 1815 Beall-Dawson House; and
- Provide a home for the Harper Center for Suburban Studies.

Responsibilities

The Development Director will report to and work closely with the Executive Director and the Development Committee of the Board of Directors. Responsibilities include:

- Develop and implement a clear fundraising strategy that includes realistic, yet ambitious goals.
- Oversee all aspects of donor solicitations, project-specific appeals, and the Annual Fund campaign.
- Prepare letters of inquiry, funding requests, and other materials to solicit funds from foundations, government agencies, businesses, and organizations.
- Manage major giving program and support efforts to secure planned gifts.
- Produce timely donor updates and reports.
- Organize periodic cultivation and stewardship events to strategically engage prospects and donors in our programming.
- Research prospective individual donors, businesses, and foundations.
- Design and produce regular fundraising reports.
- Solicit donations of product and/or in-kind support from businesses and individuals.
- Ensure prompt and personalized gift acknowledgement and recognition.
- Develop and coordinate the production of promotional materials related to fundraising and program activities.

Requirements:

- Bachelor's degree or equivalent;
- Impeccable writing and oral communication skills;
- At least five years of professional development experience;
- Demonstrated track record of success using a variety of fundraising techniques including special events, corporate sponsorships, foundation proposals, and membership;
- Keen understanding of fundraising best practices;
- Highly organized, thorough, and detail-oriented;
- Organizational and time management skills;
- Proficiency in Microsoft Office and CRM software;
- Availability to work occasional evenings and weekends; and
- Creativity, inquisitiveness, flexibility, and good humor.

Preferred Skills and Experience:

- Experience working with 4-figure and higher donors and prospects;
- Experience working with WordPress, social media platforms, and Bloomerang (donor database software);
- Experience working in a small nonprofit setting; and
- 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 necessary. After an introductory period, working remotely 2-3 days per week may be permitted. The starting salary will be \$70,000 to \$80,000 with an opportunity for increases as the organization prospers. The benefit package includes health and dental insurance, paid vacation, Federal holidays, sick leave, and employer-matched retirement.

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

Equal Employment Opportunity

Montgomery History is committed to providing equal employment opportunities to all applicants and does not discriminate against any employee or applicant for employment based on race, color, religion, creed, ethnicity, physical or mental disability, sexual orientation, sex, gender identity, family responsibility, pregnancy, genetic status or information, military or veteran status or on any status protected by federal, state or local law.