

YORK COUNTY HISTORY CENTER Position Description

Position Title: Vice President of Advancement

Primary Location: Historical Society building

Status: Full-time, non-exempt

Supervisor: President/CEO

Summary:

Recently, the York County History Center embarked upon an exciting, innovative and important project to establish a cultural destination in downtown York city that spurs economic development and connects historical assets throughout the county. To realize this ambitious goal, the History Center is assembling a dynamic team to assist in delivering high quality history programs and experiences to attract people throughout the region.

Ten years ago the History Center established its inaugural Development Department in order to increase fundraising, improve development operations and expand donor relations. Building on its solid success, today the organization looks to again improve fundraising by expanding personnel and fundraising functions through a newly formed Advancement Division. The Vice President plays a pivotal role ensuring the York County History Center expands its operating capacity through attracting increased resources to support the mission and vision. This position works closely with the President/CEO, Advancement Committee and fundraising team to create annual goals and work plans to raise over \$800,000 annually. Successful candidates will carry the responsibility for cultivating and soliciting major gifts (over \$1,000), planned giving and oversight of all Advancement functions.

Essential Duties:

- ◆ Manage a portfolio of 100-150 prospective donors that includes existing contributors and newly identified individuals. Coordinate with appropriate staff and volunteers to develop moves management strategies for each donor in the portfolio resulting in planned annual targeted contributions.
- ◆ Develop a comprehensive institutional advancement plan, including specific measures and timelines, and an effective fundraising program to meet the History Center's current and future funding.
- ◆ Collaborate with board members to establish their individual fundraising portfolios resulting in increased dollars raised and expanded cultivation and stewardship through heightened board fundraising activity.
- ◆ Oversee all fundraising programs that generate unrestricted support for annual operations and restricted support for specific programs, areas of collections/research, exhibits and endowment. Including:
 - In conjunction with Senior Leadership team, develop priorities for organizational fundraising.

- Ensure targets and results are established in areas of individual annual giving, membership, public funding opportunities (Give Local York/online/crowdsourcing), corporate solicitations and foundation relations.
- Develop a tactical plan for donor cultivation and stewardship utilizing existing opportunities or special events.
- Ensure timely gift processing, and acknowledgement.
- Direct grant writing efforts within or outside the organization.
- Oversee all data and technology fundraising initiatives including crowdsourcing.
- ◆ Holds primary fundraising responsibility for major gifts and planned giving
- ◆ Develops annual budget and monthly reporting rubric
- ◆ Recruits, hires, and manages enthusiastic, results oriented Advancement team members and provides them with appropriate training, supervision and evaluation.
- ◆ Supervise and direct all institutional marketing efforts ensuring brand standards are consistent and fulfilment for donors is complete.

Outcomes:

- ◆ Hold a minimum of 15 face to face visits on average each month.
- ◆ In concert with senior leadership, develop a menu of major funding projects to discuss with donors
- ◆ Ensure Advancement Division meets or exceeds all fundraising targets and staff are meeting or exceeding their performance objectives.

Qualifications:

- ◆ Bachelor's degree; advanced degree desirable
- ◆ Eight years or more experience and demonstrated success in different areas of institutional advancement with a track record in closing major gifts in a nonprofit setting
- ◆ Experience and demonstrated success in one or more comprehensive capital or endowment campaigns
- ◆ Demonstrated ability to manage, inspire, and lead a professional staff
- ◆ Demonstrated achievement in organizing and motivating board members, staff, and key volunteers to participate effectively in fundraising activities
- ◆ Demonstrated understanding of and appreciation for the distinctive value of museums and cultural institutions
- ◆ Specific museum or cultural institution experience a plus
- ◆ Computer literacy, experience in donor management software and online platforms required
- ◆ Excellent oral and written communication skills
- ◆ Valid driver's license with good driving record