

**YORK COUNTY HISTORY CENTER**  
Position Description

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<b>Position Title:</b>	Director of Advancement
<b>Primary Location:</b>	250 E. Market Street, York, PA
<b>Status:</b>	Full-time, Exempt
<b>Supervisor:</b>	President/CEO

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As a long-standing organization with an exceptional fundraising track record, the York County History Center is prepared to expand its successful major gifts program and progressively improve advancement outcomes. The Director will deepen strong existing relationships while working with a talented team of board and staff to establish new connections. The successful candidate will split their time between major gift work and department oversight, 65% and 35% respectively. The individual will be responsible for identifying, cultivating, and soliciting potential major contributors and planned giving prospects. This role will work with teammates to conduct prospect research and create effective request strategies aligned with donor interests and the organizational strategic plan and priorities. The successful individual will work closely with board members and staff leaders to coordinate and execute long-term fundraising initiatives.

**Primary Duties (includes but is not limited to):**

- ❖ Help donors accomplish their philanthropic goals and ambitions through a relationship with the History Center
- ❖ Supports and helps carry out the organizational strategic plan
- ❖ Secure major gifts at the \$10,000 to \$100,000 level
- ❖ Manage existing portfolio of 50 donors and prospects
- ❖ Make direct, face-to-face solicitations, assist the board and other staff with their solicitation
- ❖ Collaborate with the Advancement Department to align efforts and set goals including utilizing software system to implement a moves management plan, track and cultivate donors and prospects, record progress, and maintain regular reporting.
- ❖ Ensure acknowledgment of major donors occurs through public and private recognition
- ❖ Track and report progress using specific metrics
- ❖ Respects ethical and confidential boundaries within the advancement office and organization
- ❖ Fosters collegial and helpful work relationships

**Additional Duties:**

- ❖ Support and advise Advancement colleagues in membership, annual fund, grants and other related initiatives.
- ❖ Attend and support special events such as Oyster Festival and an annual themed fundraising dinner.
- ❖ Attend and support the Revolutionary Delegation events for discovery, cultivation and stewardship purposes.
- ❖ Collaborate with PR & Marketing to share donor stories as appropriate
- ❖ Provide assistance with the Annual Impact Report
- ❖ Attend Advancement Committee meetings and, as needed, attend board meetings.

**Position Requirements:**

- ❖ Bachelor's degree in History, Museum Studies, Political Science, Nonprofit Management or related studies and five years or more of progressively increasing development experience require.
- ❖ Goal oriented - thrive on reaching milestones and results and can celebrate when those are achieved
- ❖ An energetic self-starter with interpersonal savvy who can work independently and creatively, manage a robust pipeline, and build strong donor relationships while functioning as part of a cooperative and coordinated internal team.
- ❖ Ability to balance autonomy with organizational collaboration.
- ❖ Someone who appreciates genuine relationships with community members and feels comfortable helping them achieve their philanthropic desires.
- ❖ Ability to utilize and manage donor software, Microsoft Office, and other programs.
- ❖ Establish positive, helpful relationships with co-workers and function well in a team environment.
- ❖ Excellent writing and communication skills
- ❖ Some evening and weekend work is anticipated.
- ❖ The ability to move materials up to 25lbs and a valid driver's license is required.
- ❖ Other duties as assigned.

Please send a cover letter and resume to: Joan Mummert, President/CEO, York County History Center via email to [jmummert@yorkhistorycenter.org](mailto:jmummert@yorkhistorycenter.org)