

Development Director Job Description

PERFORMANCE PROFILE

Development Director is a new leadership role at the Pennsylvania Humanities Council and will have the opportunity to lead the organization in establishing a long-lasting fundraising program. We're seeking a professional fundraiser who has a track record of raising funds from various constituents, including individuals, corporations, foundations, and government sources. The ideal candidate also will have demonstrated the ability to adapt and manage databases for fund development, as well as communicate successfully on multiple platforms. He/she will be a strategic partner to the executive director and board of directors, who will work closely with finance, communications, and program staff to advance PHC's mission and goals. This is a new full-time position that reports to the executive director.

RESPONSIBILITIES

- Design, develop, and manage annual and long-range strategic plans for increasing PHC's fund development, including individual, corporate, foundation, and government sources.
- Work closely with the executive director and the board to identify prospects, cultivate donors (current and prospective), and sustain stewardship activities.
- Develop key messages, design, write, and produce direct mail and e-mail solicitations, as well as the annual report, in conjunction with communication staff.
- Maintain overall calendar of deadlines for grant submissions and timelines for each grant proposal. Work with executive director to write and submit grants.
- Adapt and manage PHC's current database for fund development, as well as create summary reports and analyze trends in the development program to inform and enhance future development efforts.
- Assist executive director in state and federal advocacy efforts.
- Supervise fundraising staff and interns as necessary.

KNOWLEDGE, SKILLS, AND ABILITIES

The ideal candidate will have a blend of the following:

- Bachelor's degree is required, with specialized training in development.
- Five years or more as a development professional, with a successful track record of fundraising from private and public sources.
- Prior demonstrated experience with using and adapting databases for fund development.
- Experience working with boards and committees in non-profit organizations.
- Management and supervisory skills.

- Excellent communication skills and the ability to speak, write, and design messages in various formats for different audiences.
- Strong interpersonal skills and the ability to interact with and build relationships with a diverse constituency.
- Highly-organized and able to meet strict deadlines.
- Passion for the humanities, and personal values consistent with PHC's mission.

BACKGROUND

Founded in 1973, Pennsylvania Humanities Council is a private, nonprofit, nongovernmental organization dedicated to providing every Pennsylvanian with access to the humanities. Our mission is "to inspire individuals to enjoy and share a life of learning." With PHC's support, hundreds of organizations (some with little humanities experience and few resources) offer humanities programs that affect the everyday lives of people in their communities. Programs include grants, speakers, book discussion groups, and special media projects.

Pennsylvania Humanities Council has a \$1.3 million annual operating budget, with a strong senior leadership team and an engaged board of directors from across the state. PHC is well-known for exceptional programming nationally among state humanities councils. Additional information on PHC can be found at www.pahumanities.org.

COMPENSATION

This full-time position offers an attractive compensation and benefits package, consistent with that of organizations similar in size, scope, scale, and geographic location.

TO APPLY

Qualified individuals may apply confidentially by submitting a resume, cover letter, writing sample, and compensation requirements to resumes@pahumanities.org. **Please reference the following in the subject line of your email: Development Director. No phone calls please.**