

POSITION DESCRIPTION

Job Title: Development Associate	Date: 8/11/09
Department: Development	FLSA Status: Part-time
Grade/Salary Range: Commensurate with Experience	Emp Grp:
Supervisor: CCHS President	Approved By:

Reporting Relationships: Position reports directly to the President.

General Responsibilities:

The Development Associate is responsible for fundraising and coordination of membership activities of the Chester County Historical Society (CCHS).

Specific Duties and Responsibilities:

- Work with Database Manager to manage Heritage Fund (annual fund) and Leadership Circle (\$1,000+ annual donors)
- Oversee major gift fundraising (including identification & research, cultivation, solicitation and stewardship)
- Work in coordination with CCHS President, Cultural Center Manager and Collections staff to oversee special event (annual Antiques Show and others), corporate, and exhibit fundraising
- Maintain and grow foundation relations (including identification & research of prospects, writing grant proposals and complete grant stewardship reports)
- Design and execute membership appeals and campaigns
- Re-invigorate a planned giving program
- Work with the CCHS President, Board of Trustees and the appropriate Board committees, staff & volunteers to further fundraising objectives
- Other duties as assigned

Qualifications: Candidates should have a minimum of 3 years of development experience, preferably in arts and cultural or educational organizations and be able to demonstrate a successful track record of developing, managing and growing the base of donors and grant-writing. Ideal candidate will be self-directed, flexible, a team player and a strategic thinker. An interest in history and familiarity with a museum environment and the Chester County giving community is preferred. A Bachelor's degree is required. Experience with Raiser's Edge preferred.

Work Schedule: Part-time, with occasional evenings & weekends

Please send resume and cover letter to: Barbara Miller at barbamiller@comcast.net or 225 N. High Street, West Chester, PA 19380

This job description is intended as a summary of the primary responsibilities of and qualifications for this position. The job description is not intended as inclusive of all duties an individual in this position might be asked to perform or of all qualifications that may be required either now or in the future.