



POSITION DESCRIPTION

Job Title: Director of Development	Date: 6/25/09
Department: Development	FLSA Status: Full-time
Grade/Salary Range: Commensurate with Experience	Emp Grp:
Supervisor: CCHS President	Approved By:

Reporting Relationships: Position reports directly to the President and supervises the part-time Membership Coordinator.

General Responsibilities: The Director of Development is responsible for the fundraising and membership activities of the Chester County Historical Society (CCHS).

Specific Duties and Responsibilities:

- Heritage Fund (annual fund) and Leadership Circle (\$1,000+ annual donors)
- Major Gift Fundraising (including identification & research, cultivation, solicitation and stewardship)
- Corporate Support (including the Community Partners Program, which is a corporate membership program, sponsorship of exhibits and programs, and, working with the Cultural Center Manager and President, sponsorship of the annual Antiques Show and Gala events)
- Foundation Relations (including identification & research of prospects, writing grant proposals and complete grant stewardship reports)
- Designing and executing membership appeals and campaigns
- Growing a planned giving program
- Work with the CCHS President, Board of Trustees and the appropriate Board committees to further fundraising objectives.

CCHS has been awarded a \$1 million challenge grant from an anonymous donor and a major focus of the Director of Development's work through at least May 2010 will be the successful completion of this challenge. To date, over \$200,000 has been raised.

Qualifications: Candidates should have a minimum of 3 years of development experience, preferably in an arts and cultural or educational organizations, and will be able to demonstrate a successful track record of securing gifts and growing the base of donors. Experience in individual major gifts, an interest in history, and familiarity with a museum environment is preferred. A Bachelor's degree is required.

Work Schedule: Full-time, with occasional evenings.

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.

Please send resume and cover letter to: Kimberly A. Hall, President