



**JOB TITLE:** Vice President, Development  
**EMPLOYMENT CATEGORY:** Full-Time / Salaried, Exempt  
**SALARY RANGE:** \$85,000 - \$95,000, with bonus potential  
**DATE UPDATED:** August 13, 2024  
**REPORTS TO:** President & CEO

### **POSITION SUMMARY**

Historic Annapolis, Inc. (HA) is seeking an experienced and enthusiastic fundraising professional for the position of Vice President of Development. This is an exceptional opportunity to join the senior management team at HA, the leading non-profit preservation and history organization in Annapolis, Maryland at a time when we are growing our impact as storytellers, educators, and advocates for Annapolis's diverse cultural heritage. To support this work, we are looking for a dynamic individual - with a proven track record in major gifts and membership - to lead the development team and drive the organization's philanthropic growth. It's an unparalleled time in the history of the organization and in the city of Annapolis, as we advance toward the celebrations of America's 250<sup>th</sup> birthday and Historic Annapolis's 75<sup>th</sup> Anniversary, and prepare to showcase the extraordinary restoration of the James Brice House to the public. Join us and you will join an amazing team, devoted to our community and our mission.

The VP of Development is responsible for implementing and directing HA's fundraising efforts, including individual and major gifts, planned giving, and corporate sponsorships, to support and grow the organization's \$2.5 million budget. The incumbent will lead a team of two that administers public and private grants; membership recruitment, retention, and programs; two annual fundraising events, and private, revenue-generating events (weddings, dinners, corporate events, and receptions, etc.).

The ideal candidate is strategic, communicative, collaborative, highly organized, and capable of building and maintaining major gift relations as well as creating campaigns to attract new donors and nurture existing ones for renewed and increased annual support. The VP of Development must possess an executive presence and strong leadership skills and a desire to collaborate with and support the President & CEO to be an effective development program partner. Passion for history, architecture, and historic preservation is a plus!

### **ABOUT HISTORIC ANNAPOLIS**

The mission of Historic Annapolis is to *Preserve* and *Protect* the historic places, objects, and stories of Maryland's capital city, and provide engaging experiences that *Connect* people to the area's diverse heritage. HA serves as a steward of a dozen historic buildings for the State of Maryland, operates multiple historic house museums, advocates for historic preservation, and is currently engaged in an extensive, state-of-the-art restoration of a National Historic Landmark. For more information, please visit our website at [annapolis.org](http://annapolis.org).

### **MAJOR RESPONSIBILITIES**

- Lead the Development Department, which is responsible for the organization's fundraising success, in partnership with the President/CEO.
- Collaborate with volunteers and staff on the Board's Development and Marketing Committee.
- Oversee and implement HA's annual development plan that includes individual solicitations (annual giving and major gifts), corporate sponsorships, membership and planned giving programs, and grants.
- Support the President/CEO on all cultivation, solicitation, and stewardship efforts for major development relationships and state relations, as needed.

- Refine and execute the organization's strategic approach to fundraising priorities, setting and achieving measurable revenue goals, that support the board-approved annual budget, in partnership with the President/CEO and appropriate board committees.
- Oversee the Development Department's annual budget and forecasting.
- Prepare and manage the development of fundraising communications, including cases for support, donor communications, appeals, and stewardship communications.
- Refine and oversee strategy for prospect management, including methods for identification, cultivation, and solicitation of donors, and drive efforts to broaden the donor base and revenue streams at all levels of giving.
- Oversee the implementation of an effective and creative stewardship program aimed at cultivating deeper ties with donors of all levels and prospects. Build on existing donor relations and grow new ones by developing effective solicitation strategies.
- Implement strategies to establish and strengthen a planned giving program.
- Serve as direct supervisor to the Development Outreach Director and Sales and Events Manager.
- Serve as staff liaison to Trustee Emeritus and Board Development and Marketing Committee.
- Other duties as assigned by the President/CEO and/or at the request of the Board of Trustees.

### **DESIRED QUALIFICATIONS**

- Bachelor's degree or equivalent combination of education, training, and experience.
- Proven track record in securing four to six-figure major gifts/sponsorships and general annual fundraising - preferably membership-related.
- A minimum of five years (5) of career progression with expanding responsibilities.
- Ability to develop relationships with colleagues as well as existing and prospective external donors, volunteers, and partners.
- Donor-centered successful track record in all stages of donor relations, such as cultivation, solicitation, and stewardship.
- Demonstrated track record of meeting or exceeding goals.
- Excellent supervisory, analytical, oral, and written communication ability, and organizational skills.
- Experience in budget management, strategic planning, and fundraising.
- Demonstrated ability to use data and CRM systems (preferably using Blackbaud Altru) to set fundraising strategy and priorities, measure outcomes, and drive superior performance.
- Ability to perform multiple tasks at once with attention to detail.
- Willingness and ability to function as a team player, including working a flexible schedule, occasional evenings and weekends, to accommodate the needs of Historic Annapolis.

### **ADDITIONAL INFORMATION**

Historic Annapolis offers a competitive benefits package, including medical and retirement benefits. While the position is based in our executive offices at Shiplap House (c. 1715) in downtown Annapolis, the work environment is flexible and will fluctuate, to include an office setting, meetings outside the office, outdoor events, and hybrid opportunities. The job is not incredibly physically demanding, but the candidate may need to be on his or her feet for hours at a time during events.

### **EQUAL OPPORTUNITY EMPLOYER**

Historic Annapolis is an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, color, religion, age, sex, marital status, national origin, physical or mental disability, familial status, genetic information, gender identity or expression, sexual orientation, or any other characteristic protected by state or federal law.

Interested applicants should submit a cover letter and resume, including salary requirements, to Karen Brown at [hr@annapolis.org](mailto:hr@annapolis.org) by September 15, 2024.