

Development Officer
Staten Island Historical Society at Historic Richmond Town

Historic Richmond Town was founded as the Staten Island Historical Society in 1856. The mission is to create opportunities for the public to explore the diversity of the American experience, especially that of Staten Island and its neighboring communities from the colonial period to the present. It's a remarkable living history town and museum complex with four sites. Not being fixed to a specific time period, famous event or person makes us unique in that we can interpret the rich, diverse cultural tapestry of American life at any point in our history.

This complex includes NYC's oldest continuously working, family farm and two other historic sites - including one of the oldest original houses in the country. There is no other place like it in New York City. Over 100,000 people visit the site each year to enjoy tours, education programs, museum exhibits and special events.

The Development Officer is an essential team member who provides knowledgeable, creative and energetic leadership to oversee all aspects of the organization's development. The Officer will use the organizational planning documents to create and implement ways to increase and organize support from diversified sources. The Officer thoroughly understands and is able to articulate to stakeholders the mission, institutional culture, core values, programs and finances. This position provides growth opportunities.

Primary Responsibilities

- Effectively articulates through written and in verbal communications, the mission and community importance of the institution
- Manage and grow membership program
- Create an active planned giving and charitable gifts program
- Develop and implement practices to identify, cultivate, and solicit an active pool of donors
- Manage donor profiles
- Work closely with Executive Director and Board to solicit and obtain gifts in support of the museum's unrestricted funds, as well as programmatic funding
- Conduct annual appeals, capital campaigns, and membership campaigns
- Organize and manage active and ongoing grants
- Identify and apply to viable grant options to further institutional goals and work with individual departments to apply for grants
- Maintain administrative systems including gift recording, acknowledgment tracking, and donor and membership database
- Create and track department budget
- Track progress toward quarterly and annual fundraising goals, including weekly updates and monthly department reports to the Executive Director

Requirements

- 5+ years of proven successful experience in non-profit cultural and arts development
- Impeccable writing, editing, and verbal communication skills
- Strong attention to detail, interpersonal skills, analytical ability, organizational skills, and creativity
- Ability to manage multiple complex projects involving many stakeholders, set priorities, manage multiple tasks and meet deadlines
- Experience with government grants a plus
- Willingness and flexibility to support emerging priorities within the department
- Must be able to ascend or descend one flight of stairs
- Master's in area of profession preferred

Benefits

Good medical, dental, and vision offered with 25% employee contribution. Ability to participate in New York City's Cultural Institutions Retirement System (401k, pension, life insurance). This position comes with free parking and a large private office.

Position Details

Job Type: Full-time

Salary: \$50,000 annual/salaried

Position Start Date: Immediately

To Apply

To be considered, interested applicants must submit a cover letter, resume, and a development-related writing sample to jphillips@historichrichmondton.org. Please feel free to leave your name and address off your application but be sure to include a contact number and email. No phone calls, drop-offs, or faxed applications will be considered. Replies will only be sent to qualified applicants.