



May 2022

Title: Development Director

Job Type: Full-time, exempt

Reports to: Executive Director

Application deadline: July 15, 2022

Preservation Long Island (PLI) seeks an experienced fundraising professional with strong communication skills to augment and diversify philanthropic support for the organization and expand awareness of its mission, services, and value across the region. The ideal candidate will devise and implement a comprehensive fundraising plan with a communications component that identifies financial goals and includes strategy, metrics, and milestones. They will develop and support strategic partnerships (revenue and non-revenue generating) and provide leadership to fundraising events, community collaborations, and campaign planning. The incumbent joins a core staff of eight and will work closely with the Executive Director and the Development Committee to implement integrated, dynamic, and impactful fundraising initiatives that strengthen and advance PLI's mission.

ESSENTIAL DUTIES

- Develop a scaled fundraising plan with a three-year outlook that includes major gifts, planned giving, membership, corporate donations, fundraising events, grants, and in-kind resources.
- Work with the Executive Director and Development Committee to identify new donors and funding sources by cultivating relationships with individuals, community partners, foundations, corporations, and elected officials, conduct regular outreach to strengthen relationships that reinforce the organization's value.
- Develop and maintain a portfolio of prospective donors capable of making major gifts and initiate fundraising initiatives through regular and targeted efforts and partnerships.
- Interface with the Executive Director and Board of Trustees with respect to individual fundraising efforts, capital campaigns, event sponsorship, and Board giving
- Create and maintain a development stewardship calendar; schedule meetings and provide debriefing materials to the Executive Director when needed.
- Oversee the data collection process; drive analysis, establish performance measures, and monitor results to evaluate the effectiveness of the fund development program
- Work with program and communications staff to identify project funding opportunities; create summary descriptive materials for fundraising outreach that can also be used for marketing and other outreach purposes.
- Contribute content to the biennial report; create data-driven fact sheets and briefing documents for external meetings and engagements.
- Create funding proposals and letters of introduction; assemble grant applications, Administrate the grant application process and submit timely reports to funders in conjunction with the Executive Director and program staff. Maintain online grant registration profiles.
- Lead major fundraising initiatives, working with staff, committees, and volunteers to plan and execute special events including an annual benefit party; coordinate vendors, and host venues.
- Act as the primary staff liaison to the Development Committee: schedule meetings, prepare agendas and take minutes for distribution and follow-up actions.

QUALIFICATIONS

This position requires a motivated, polished individual with exceptional written, oral, and digital communication skills as well as proven expertise in fundraising processes around donor/foundation development and grant-writing. The incumbent will have a Bachelor's degree and five years' experience in communications, nonprofit development, philanthropy, museum management or related fields as well as capacity in event-planning, and content-driven marketing. They will be comfortable working independently as a self-starter and collaboratively as a team leader, and have the ability to identify workflow priorities to effectively manage ongoing commitments alongside unanticipated occurrences. The ideal candidate is a highly organized, innovative multi-tasker who is systematic and timely in their outreach, and has the ability to articulate PLI's mission persuasively based on a passion for its work and a full and nuanced understanding of its program areas. They will also exercise good judgment, self-discipline, and discretion to build positive "can-do" working relationships among various constituencies including a board of trustees.

Digital literacy is a necessity of this position, Candidates must be proficient in various technology platforms including Microsoft Office Suite; WordPress (or similar); and CRM database functions. Knowledge of HTML coding and/or graphic design software is a plus.

Preservation Long Island is an equal opportunity employer that considers all candidates for employment regardless of race, color, sex, age, gender identification, national origin, creed, disability, marital status, sexual orientation or political affiliation.

Terms

This is an exempt salaried full-time position requiring a total of 40 hours per week with some evening and weekend hours for special events and programs. In joining a small dynamic staff, candidates must be efficient with their time and adaptable to team work that may require collaborative scheduling priorities and shared administrative duties. Candidates must also have a valid US driver's license and access to a car for travel to meetings, events, and historic sites throughout the region. Full-time employee benefits include medical insurance, retirement account, paid sick leave, generous paid holidays and vacation time, and hybrid in-person/remote scheduling. Proof of Covid-19 vaccination is required. Salary range is \$65,000 – \$75,000.

How to Apply

Interested applicants should submit a cover letter, CV/resume, and two work samples (development plan, donor solicitation packages, letters of introduction, etc.) to:

Director of Development Search, info@preservationlongisland.org

For additional information: www.preservationlongisland.org

About Preservation Long Island

Headquartered in Cold Spring Harbor, NY, Preservation Long Island advances the importance of historic preservation in the region through advocacy, education, and stewardship. Working to raise awareness, appreciation, and support for the protection of a shared past, our program areas include interpreting three historic sites; collecting art and material culture pertaining to Long Island history; creating publications, exhibits and public events (both in-person and virtual); and providing direct support and technical assistance to individuals and groups engaged in local preservation efforts. Our mission is to celebrate and preserve Long Island's diverse cultural and architectural heritage through advocacy, education, and stewardship of historic sites and collections.