

Position Opening: Development Associate

Thomas Cole National Historic Site

Announcement Date: Feb 6, 2017

Description

The Thomas Cole National Historic Site (TCNHS) is seeking a full time Development Associate to join its fundraising and sponsorship efforts. The new position will report to the Executive Director and will work closely with the Board of Trustees to continue to grow and develop a community of supporters. The organization has experienced tremendous growth over the last decade, and faces extraordinary opportunities for continued growth in the coming years. The new Development Associate will assist the Executive Director to further engage both current and new supporters by effectively communicating the organization's exciting work and vision for the future. Essential functions and responsibilities include (but are not limited to):

Grants:

- Write grant applications, grant reports and letters of inquiry to foundations currently supporting the organization, and identify new sources of foundation support.

Individual Giving:

- Continually track and grow a list of prospects for major gifts. Meet with Director and board members to discuss next steps with each. Follow up.
- Communicate with donors and prospects through phone, email and written notes on a continual basis. Draft correspondence for the Director.
- Make "asks" at the \$500-\$1000 level. Set up meetings for the Director to make larger asks.
- Cultivate sponsors for fundraising events and assist with conceiving of new events.
- Plan and execute donor cultivation events in Catskill and NYC.
- Write fundraising reports, showing progress towards goals.
- Oversee both print and emailed event invitations, and work with Director to evaluate and continually improve other development materials.

Membership:

- Grow overall membership by implementing new-member acquisition mailings, improving on-site recruitment, updating online forms, drafting emails and other initiatives.
- Grow the upper levels of membership by improving communication with donors, creating benefits for upper-level members, planning events, etc.
- Write semi-annual members' newsletter, assemble images and oversee design.

Qualifications

The candidate must be a professional with 2 years minimum experience in fundraising /non-profit arts development and be familiar with all standard aspects of fundraising including membership, major gifts, grant-writing, corporate sponsorship, and special events. The candidate must have excellent writing and interpersonal skills, experience with using databases, and a

passion for TCNHS's mission. S/he will be the utmost professional, have excellent organizational and time-management skills, be collaborative and creative, excel at problem solving and relationship building, and will have an outgoing personality and a positive can-do attitude. The candidate should be familiar with cultural institutions and non-profits in New York City, Greene and Columbia Counties, and the greater Hudson Valley area.

Full time 40 hours per week, salary DOE, range of \$35,000 - \$45,000.

Application Instructions

Please submit (1) a resume, (2) a cover letter providing more in-depth information on your professional experience, (3) a writing sample (3 pages maximum), and (4) contact information for at least three academic or professional references via e-mail to employment@thomascole.org.