

Job Title: Director of Development

Agency: Fort Bend History Association, Richmond Texas

Supervisor: Executive Director, FBHA

Department: Administration

Proposed pay scale: \$60-65,000, commensurate with experience; includes benefit package

Minimum Job Requirements: Bachelor's Degree in related field required; a team player with at least 5 years of experience in fund development; successful experience leading a high-dollar capital campaign while overseeing other fundraising and grant opportunities; experience in the not-for-profit world desirable; ability to cultivate and develop important stakeholders in the Association; strong community advocate with ability to attract and engage community partners for the Association; outstanding leader, with exceptional written and verbal communication skills; thorough knowledge and competency with Raiser's Edge Donor software is desirable.

Overall Objectives: Working as a team player with other admin and museum staff to lead the FB History Association to the next level, making it strongly competitive with other museums in the area and a leader in the historical museum field; to increase visibility of the Association to corporate, civic and individual members of the greater Houston and Fort Bend communities, across Texas and even internationally; and to fulfill the mission, objectives, strategic plan, and the expectations of an AAM-accredited museum.

Job Duties: To plan and implement strong development and fundraising initiatives; advocate strongly in the community for the FB History Association; increase financial support for the Association; and help achieve the goals and objectives of the strategic plan.

Main areas of responsibility

- 1) **Development:** develop, implement, monitor and evaluate annual fundraising strategies and campaigns, donor solicitation and cultivation, special events, and grant processes
- 2) **Database Management:** Maintains/monitors accurate and timely database records of all FBHA financial donors, prospects, members and volunteers.

Applications: Applications will be accepted via email at crogers@fbhistory.org. Position available September 1, 2021 and open until filled. Please include a cover letter and brief resume.

Claire Rogers, Executive Director
Fort Bend History Association