



## SENIOR DEVELOPMENT OFFICER

### The Organization

The Georgia Historical Society (GHS) is the premier independent statewide institution responsible for collecting, examining, and teaching Georgia history. GHS's historic headquarters is located in stunning Savannah, Georgia and is comprised of a recently renovated and expanded Research Center and the Jepson House Education Center. To learn more, please visit [www.georgiahistory.com](http://www.georgiahistory.com).

### Summary

The Senior Development Officer is responsible for supporting development and implementation of annual and campaign-specific fundraising plans designed to obtain philanthropic gifts to advance GHS's research and educational mission. They will support the efforts of the CEO, the Board of Curators, key volunteers, and others to raise funds to meet specific measurable fundraising goals, and to monitor progress against those goals. The successful candidate will be energized by the opportunity to strengthen the existing development program and enhance the fundraising results of GHS. GHS boasts an influential, dynamic Board of Curators comprised of leaders from across the state of Georgia; the board is actively engaged in fundraising efforts.

### Job Duties and Responsibilities (incumbent may perform other duties as assigned)

- Working with senior leadership, develop and support implementation of a comprehensive annual fundraising plan inclusive of annual fund, board giving, corporate giving, foundation giving, individual donor giving, membership, and events.
- Coordinate and oversee annual and ongoing fundraising campaigns, to include the Annual Appeal, *Georgia History Festival*, Endowment, and Planned Giving. This includes working with others to coordinate efforts of the CEO, board members, and volunteers to solicit donations by researching, analyzing, and identifying major corporate, foundation and individual donors, and assist with developing solicitation proposals and talking points for the CEO, board members, and other leadership volunteers as needed.
- Oversee development and implementation of stewardship strategies across campaigns, to include acknowledgements, annual endowment reports to fund donors, etc. Manage donor activities including oversight for the receipt and acknowledgement of donations and collection of pledges, ensuring that donor restrictions/intentions and specifications are honored.
- Assist with the coordination of the organization's special events such as annual Trustees Gala, VIP donor receptions, and board receptions as well as other fundraising efforts outlined in the fundraising plan. This includes soliciting sponsorships and in-kind donations and interfacing with donors/guests to ensure exceptional experiences.
- Oversee the Membership and Outreach Coordinator's efforts around the annual membership dues renewal process for 6,000+ members; ensure timely renewals and solicit lapsed members regularly.
- Draft materials for fundraising mail solicitations and sponsorship packages for events.
- Prepare proposals for corporations and grant making foundations and prepare follow-up reports for funders related to all grant awards received as directed.
- Maintain accurate donor records by developing effective data management strategies and overseeing the effective use and maintenance of GHS's database (Salesforce), in cooperation with the Development Associate, Membership and Outreach Coordinator, and Senior Administrative Assistant.

- Work with accounting department to review and manage all monthly Salesforce to QuickBooks financial reconciliations.
- Create and analyze fundraising reports, to include creation of reports for review by executive leadership, committees, and the board of curators.
- Provide board members and volunteers the information and materials they need to make effective solicitations, including donor histories and prospect research information.
- Be available for occasional weekend and evening work to support fundraising, programming, and marketing activities.

Experience and Skills Required

*Knowledge, skills, and abilities:* Demonstrated ability in coordinating an annual campaign including direct experience with donor stewardship, cultivation, and solicitation. Highly developed verbal and written communication skills. High attention to detail. Exceptional interpersonal skills and the ability to interact effectively with leadership, prospects, donors, and/or volunteers in a wide range of roles. Experience with oversight and management of donor database. Microsoft Office proficiency. Ability to exercise good judgment, to demonstrate an understanding of ethics related to development activities, and to use discretion in interactions with donors, prospects, volunteers, and others. Demonstrated organizational skills and experience in managing events and other complex activities and projects in support of development objectives. Community relations skills and the ability to communicate and work effectively within a diverse community.

*Education:* Bachelor's degree from an accredited university.

*Experience:* Minimum of eight years of professional experience in nonprofit fundraising with specific responsibility for overseeing successful implementation of fundraising campaigns. Experience working with Salesforce or other equivalent fundraising software is required, including generating and analyzing reports.

*Preferred experience:* Supervisory, leadership, collaboration, team building, and mentoring skills preferred. Experience staffing/preparing executive leaders to effectively engage and solicit gifts from individual and institutional prospects on behalf of an organization.

*Physical Demands:* While performing the duties of this job, the employee is regularly required to see, talk, hear, stand, walk, and bend. This is largely a sedentary role; however, some filing and lifting is required to perform the essential functions of the job. This would require the ability to lift 40 pounds, reach and open file cabinets, traverse stairs, bend and stand as necessary.

To Apply:

At the Georgia Historical Society, diversity and inclusion is an integral part of our history, culture, and identity. We are committed to equal employment opportunity without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, disability, or other protected status. We are committed to creating a workforce that is reflective of the larger community. All are encouraged to apply.

Send cover letter and resume to:  
 Senior Development Officer  
 Georgia Historical Society  
 104 West Gaston Street  
 Savannah, GA 31401  
 Fax: 912.651.2831  
 Email: [jobs@georgiahistory.com](mailto:jobs@georgiahistory.com)

*No phone calls please*