

# THE MOUNT

EDITH WHARTON'S HOME

## **Director of Development**

**Supervisor: Chief Advancement Officer**

**Full-time exempt**

### **Overview:**

Join a dynamic development team serving under the Chief Advancement Officer while the organization is preparing to embark on an ambitious, but realizable major fundraising effort. Working with the Chief Advancement Officer, develop and execute a comprehensive fundraising strategy aligned with The Mount's mission, goals, and financial needs. Collaborate with other departments to integrate fundraising efforts and promote a unified organizational approach. The Director of Development is a full-time, exempt member of The Mount's administrative staff.

### **Organization:**

Edith Wharton Restoration, Inc. (dba The Mount)

The Mount is a National Historic Landmark and cultural center dedicated to the intellectual, artistic, and humanitarian legacy of Edith Wharton. The Mount has evolved from a traditional historic house museum and gardens to a vibrant, accessible, and beloved cultural center. The Mount seeks to inform and inspire broad audiences through our year-round literary, artistic, and outdoor programs.

After a major restoration of The Mount's main house and stable, we have recently begun to implement a visionary and ambitious Landscape Master Plan to restore and enhance the estate's historic landscape and gardens. In addition, we will be expanding our existing literary and cultural programming as we strive to increase The Mount's impact to a larger audience.

### **Working at The Mount:**

We are a welcoming, creative, and collaborative team that enjoys meaningful, mission-driven work in a spectacular setting. In warmer months, meetings are often held on the Terrace, overlooking a one-of-a-kind view fashioned by Edith Wharton herself. With a focus on healthy-work life balance, hybrid schedules are offered in the off season.

### **Compensation and Benefits:**

This is a full-time position with competitive salary and benefits. The Mount is dedicated to equal employment opportunities for all applicants and employees. Starting salary is expected to be \$80,000-\$90,000 based on qualifications and experience. The Mount's employees enjoy a wide range of benefits including; medical (75% of individual covered by employer), dental (100% covered by employer), flexible spending accounts, life insurance, 403b retirement plan that The Mount contributes 3% of salary to after 6 months of employment, as well as generous paid time off.

### **Roles and Responsibilities:**

#### **Planned Giving**

Assist the Chief Advancement Officer in building and sustaining a robust Legacy Society that includes educating prospects and thanking participants.

#### **Corporate and Foundation Giving**

Oversee and grow corporate and foundation sponsorships, generally, and future campaign solicitations, specifically. Create strategies to secure institutional support rather than exclusively event-specific sponsorships.

#### **Giving Circles**

Manage all initiatives related to The Mount's current giving society, including solicitation, gift renewals, and stewardship; work with the Manager of Individual Giving to strategize optimum giving circles.

### **Moves Management**

Assist the Chief Advancement Officer in introducing a portfolio system for mid- to mega-gift fundraising; produce personal data forms and oversee contact reporting for Board, Executive Director, and Chief Advancement Officer; and steward annual fund donors through the pipeline.

### **Grants Management**

Working with the Chief Advancement Officer, grants consultant, and relevant staff, oversee all aspects of grants, including research, submission, compliance, management, and reporting; create a three-year grants calendar.

### **Fundraising Events**

Lead the planning and execution of successful fundraising events and visits, including coordinating logistics, managing budgets, and overseeing volunteer participation. Create and implement successful event sponsorship strategies to boost fundraising revenues and participation from the business community.

### **Campaign Administration**

Possess the proficiencies needed to support the Board, the Executive Director, and the Chief Advancement Officer in future potential campaign preparation and management.

### **Departmental Administration**

General management-level duties for department, including financial reporting and data analysis, utilizing Raiser's Edge.

### **Qualifications and Skills:**

We acknowledge that no single candidate may encompass every qualification and skill. Therefore, we encourage applications from individuals who possess many, though not necessarily all, of the desired qualifications and skills.

- Experience in non-profit development/fundraising.
- Proficiency with Raiser's Edge donor database software preferred.
- Track record of successfully meeting fundraising goals.
- Excellent written and verbal communication ability.
- Experience in managing development staff.
- Strong project management skills with attention to details.
- Proficiency using multiple desktop and mobile software programs including Word, Excel, Outlook as well as computer literacy and ease in learning new software systems.
- Team player, self-starter, interested in professional development.
- Unflappable with the ability to multi-task in a highly demanding and fast-moving environment.
- Must be available on selected evening, weekend, and holiday hours to attend programs and special events.