

HISTORIC ST. MARY'S CITY

A MUSEUM OF HISTORY & ARCHAEOLOGY AT
MARYLAND'S FIRST CAPITAL

Historic St. Mary's City seeks a Strategic Communications Manager reporting to the Director of Development.

Job Summary: Reporting to the Director of Development, the Strategic Communications Manager is responsible for major donor and corporate sponsorship initiatives for the Foundation, coordinating annual reports with the HSMC Commission, and initiating and coordinating major events at HSMC in support of the Foundation. The Manager will work closely with the HSMC Events Manager to increase the number of public events and increase revenue at events through sponsorship and ancillary revenue (vendor fees, product/apparel sales, etc.). Manager will manage volunteers and interns and receives support from other museum departments, such as External Relations, Education, and Administration. In coordination Foundation members and with the support of relevant Commission staff, he/she focuses primarily on growing the major gifts (individual and corporate) and initiation and sustainment of major events (i.e. festivals and statewide events) with the aim of cultivating new donors, while maintaining relationships with existing donors. The Manager will have annual revenue generation goals and which may be tied to incentives upon completion of major Foundation events.

Responsibilities and Duties include but not limited to:

Foundation Event Creation/Management, Major donor engagement

- Responsible for generating and sustaining new events geared towards revenue generation for the HSMC Foundation. Responsible for sustaining new and existing events (BeerFest, Overflow Festival, etc).
- Work with the Director of Development on *major* gifts program. This includes cultivation of the 1634 Society, major individual gifts, and corporate sponsors. Responsibilities include research, identification and cultivation of potential and existing donors, stewarding donors by developing and maintaining relationships and through recognition

Special events fundraising

- Coordination of fundraising event activities with responsible Foundation committees, including but not limited to project plan development budget development and management, volunteer recruitment with Volunteer Coordinator, evaluation, and solicitation of gifts in kind and sponsorship.

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Administrative

- Provide administrative support for the HSMC Foundation by attending meetings, processing payments for Foundation programs and events, maintaining donor and grant files.
- Attend Commission departmental meetings as necessary to maintain effective communication.
- Remain current on all legislation and ethical practices pertaining to fundraising.

Secondary Activities

Planned Giving

- Forges relationships with donors and sows the seeds for annual donors to perpetuate their giving through planned gifts.
- Ensures that all major and planned giving donors receive appropriate, consistent recognition and an accounting of the impact that their gift has on community needs annually.

Desired attributes:

- Attention to detail
- Ability to work independently and without continual oversight
- Effective oral and written communication skills
- Strong interpersonal skills, the ability to supervise and motivate volunteers and staff
- Strong analytical and problem solving skills

Education and Experience:

- Preferred: Minimum five years experience in major event planning and donor engagement.
- An understanding of the non-profit, voluntary and social services sector
- Ability to work flexible hours
- Ability to perform work remotely when feasible
- Ability to work independently and as part of a team
- Sound computer skills including word processing and database management

To review the complete position description, please submit your request to
PorziaP@digshistory.org

To apply please submit your letter of application, resume and three references to:
PorziaP@digshistory.org

Historic St. Mary's City is an equal opportunity employer.

This position announcement will close on June 15, 2021.

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Lawrence J. Hogan, Jr., Governor

Rev. William L. George, S.J., Chairman

Regina M. Faden, Ph.D., Executive Director