

## **Director of Advancement:**

Historic St. Mary's City (HSMC) is a museum of living history and archaeology located on the site of Maryland's first capital (1634-1695). Decades of research are the foundation of outdoor exhibits constructed in a beautiful tidewater landscape. Recreated structures in the historic town center, a Woodland Indian hamlet, a tall ship, and a tobacco plantation staffed by costumed or uniformed interpreters help visitors understand the stories of the area and the people who lived here. The reconstruction of the Brick Chapel (ca. 1667) stands as a symbol of the religious freedom established by the Lords Baltimore in the seventeenth century.

HSMC is one of Southern Maryland's leading tourism attractions and hosts an active school tour program. The museum's collections are a resource for professional archaeologists, scholars, and college students. The HSMC Field School of Historical Archaeology, the longest running field school in the nation, attracts students from all over the United States as well as from other countries. The museum is an independent agency of the State of Maryland, within the Office of the Governor.

Historic St. Mary's City seeks to hire a Director of Advancement who is responsible for the strategic direction and leadership of achieving the vision, mission, and strategy for the advancement function and for the achievement of the Commission's annual advancement goals and objectives.

As the organization's primary fundraiser, he/she/they will personally increase donor giving at all levels through prospect identification, solicitation, cultivation, and stewardship. She/he/they is charged with translating the vision and goals set by the Executive Director and the Commission into effective operational plans with measurable short- and long-term benchmarks.

This position reports to the Executive Director and serves as a member of the management team.

The Director of Advancement is responsible for:

- managing fundraising initiatives and grant development
- coordinating annual, major gift, endowment, and capital fundraising campaigns to provide sustaining support for the Commission's objectives
- event planning and revenue
- identifying potential sources of funds, including individuals, foundations, corporations, annual giving, and planned-giving.
- working effectively and in a collegial manner with team members across the museum. His/her/their ability to work harmoniously with the small team, Commissioners, and Foundation, is critical.
- establishing and implementing strategies to achieve goals that are in keeping with fundraising best practices and ethical standards, policies, and guidelines.

- working closely with the Executive Director, Commission Board, and in concert with, the other Advancement staff to ensure the accurate description of the programs and program's goals, while he/she/they works towards achieving the advancement goals.
- working towards increasing awareness of the organization among philanthropists and advocates a strong case for support.
- building and maintaining an effective network across civic and community, corporate, foundation, business, and nonprofit organizations.

The Director of Advancement must be passionate about the Commission, its history, and its important position in the state and nation in order to deliver a persuasive message about investment in the programs and collections of the museum.

The successful candidate will have at least five to seven years of successful experience in major gift fundraising, preferably in a major cultural institution, non-profit organization, or educational institution.

Application materials should show deep experience in building long-term donor relationships and closing 5-7 figure gifts. The incumbent should have a proven history of fundraising success, including cultivation through solicitation and stewardship as well as experience working with planned giving, grant writing, and annual fund strategies should be demonstrated in application.

Candidates must have superior oral and written communication skills, as well as excellent interpersonal and negotiation skills. Application materials should show experience building an advancement program for a cultural organization. A bachelor's degree is required; an advanced degree is preferred.

Historic St. Mary's City offers a generous benefits package with an expected salary range between \$90,000 and \$120,000 per year, Historic St. Mary's City is an equal opportunity employer.

Candidates wishing to apply **must** forward the following items: Letter of application, resume, three references, documentation of successful fundraising campaigns, grants, annual reports, and writing samples to:

Historic St. Mary's City  
Attention: Personnel Ombudsman  
P.O. Box 39  
St. Mary's City, MD 20686

Or email your completed package to: [Porzia.Purves@Maryland.gov](mailto:Porzia.Purves@Maryland.gov)

All applications must be received by July 15, 2022. Review of applications and interviews will follow.