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 on forty acres 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 Maryland’s history. Ongoing archaeological excavations continue to reveal new information about life in the past. 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 colonial archaeology field school, 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.

The Director of Advancement 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 Historic St. Mary’s City Commission’s (HSMCC) annual advancement goals and objectives.

As the organization’s primary fundraiser, he/she will personally increase donor giving at all levels through prospect identification, solicitation, cultivation, and stewardship. She/he 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. HSMCC is supported by a private foundation with a diverse volunteer board drawn primarily from the local community.

This position reports to the Executive Director and serves as a member of the senior management team. The Director of Advancement will:

- Create and implement an integrated strategy for development initiatives across the institution’s programming and engage its audiences.
- Direct and coordinate annual, major gift, endowment, and capital/comprehensive fundraising campaigns to provide sustaining support for the Commission’s objectives.
- Work with Executive Director and Chief Operating Officer (COO) to engage Commissioners and members of the HSMC Foundation in development initiatives.
- Manage, cultivate, and expand a portfolio of individuals, foundations, and corporations by identifying, cultivating, soliciting, and stewarding donors to support HSMCC goals.
- Build and maintain an effective network of partnerships and relationships across civic and community, corporate, foundation, business, and nonprofit organizations in the local community and the region.
• Work closely with the Executive Director, COO, and other museum staff to ensure the accurate description of the programs and program’s goals, while working towards achieving the advancement goals.
• Seek, develop, and administer grants.
• Coordinate with Executive Director, COO, and staff to plan and implement fundraising events.
• Represent HSMCC at fundraising events.
• Work effectively and in a collegial manner with team members across the museum.
• Increase awareness of the organization among philanthropists and advocates a strong case for support.
• Establish and implement strategies to achieve goals that are in keeping with fundraising best practices and ethical standards, policies, and guidelines.
• Work with Advancement and Finance staff to manage donor database and gift acknowledgements.
• Develop and implement a planned giving strategy.

Qualifications: 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 to help the Commission fulfill its legislated purpose to “encourage and motivate the citizens of Maryland and the nation, as well as businesses, charitable, cultural, and educational institutions to make a continuing commitment to archaeological and historic investigation and research at Historic St. Mary's City and the development of the site as an educational center for students of all ages.”

The preferred candidate will have at least five to seven years of successful experience in major gift fundraising in a major cultural institution, non-profit organization, or educational institution. Application materials should show experience in building long-term donor relationships and closing 5-7 figure gifts. The incumbent should have a demonstrable record of fundraising success, including cultivation through solicitation and stewardship as well as experience in grant writing, and annual fund strategies should be demonstrated in application. Experience in planned giving is desirable but not required.

Candidates must have superior oral and written communication skills, as well as excellent interpersonal 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.

This is a full-time position, Monday-Friday, with evening and weekend availability as required to fulfill responsibilities and for related activities. Must be available to work on-site, but the position has some flexibility to work remotely.
To apply please submit a cover letter, resume, and contact information for three references to:
Porzia Purves, Personnel Ombudsman

Historic St. Mary’s City
P.O. Box 39
St. Mary’s City, MD 20686
Or
porzia.purves@maryland.gov

Applications must be received by September 15, 2023 when the position closes.

Historic St. Mary’s City is an equal opportunity employer and encourages applications from all qualified candidates, including minority candidates.