

# HISTORIC ST. MARY'S CITY

## Director of Advancement Opening

The **Director of Advancement** leads [Historic St. Mary's City](#) Commission's (HSMCC) advancement efforts and serves as a key member of the HSMCC leadership team as a Senior Staff member. Reporting directly to the Executive Director/CEO of HSMCC, the role is critical to the City in fulfilling its legislatively mandated mission and its role as a hub and catalyst for regional heritage tourism. The Director will lead a growing advancement and communications team in a unified strategy for institutional advancement, including fundraising, marketing, and communications. We seek a strategic leader who will foster a spirit of collaboration and innovation, while working closely with Senior Staff, Commission members, and the Historic St. Mary's City Foundation to build support at all levels for the organization.

Historic St. Mary's City is an equal opportunity employer and encourages applications from all qualified candidates. The skills and experience needed to be successful exist on a spectrum, but statistics show that candidates with disabilities, BIPOC candidates, women, and members of marginalized and/or systematically excluded groups often apply to jobs only if they meet 100% of the qualifications. However, not all viable candidates will meet the complete list of qualifications. If this position interests you, you have relevant experience, and are confident that you can do the job, you are encouraged to apply.

### Who Are We?

Historic St. Mary's City is located on the St. Mary's River, in a beautiful tidewater landscape of water, rolling hills, farmland, and forest. The 835-acre living history and archaeology museum is on the site of Maryland's first capital (1634-1695). Our team builds upon decades of cutting-edge research, with resources such as recreated structures in the historic town center, a Woodland Indian hamlet, the tall ship *Maryland Dove*, and a tobacco plantation staffed by skilled interpreters who help visitors understand the stories of Maryland's history. Archaeological excavations continue to reveal exciting new information about life in the past, and a new visitors center and exhibitions will open in the Maryland Heritage Interpretive Center in late 2024.

Historic St. Mary's City is one of Southern Maryland's leading tourism attractions and hosts an active school tour program. Its collections are a resource to professional archaeologists, scholars, and college students. The HSMCC historical archaeology field school is one of the longest running field schools in the nation, attracting students from all over the United States, as well as other countries. The museum is overseen by the Historic St. Mary's City Commission (HSMCC), an independent agency of the State of Maryland under the Office of the Governor. Although the

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Commission is state-funded, external grants and philanthropy are important sources of support for operating and capital funding. The years between now and 2034, the 400<sup>th</sup> anniversary of Maryland's founding at St. Mary's City, will be filled with both programmatic needs and fundraising opportunities.

### What We Are Offering

*Salary Range:* \$120,000 - \$140,000  
*FLSA Status:* Exempt; Permanent; Full-time (40 hrs/wk)  
*Reports to:* Chief Executive Officer  
*Working Conditions:* In office; part-time remote work may be possible  
*Benefits:* Full Benefits as a State of Maryland employee, with privileges at St. Mary's College of Maryland

- Work with a passionate, welcoming, energetic, and highly collaborative team.
- Stewardship of world-class archaeological, historical, and living history resources.
- The annual salary for this position is \$120,000-\$140,000.
- 40-hour work week with flexibility in scheduling, including the possibility of some remote work.
- Eligibility for Maryland State Employee benefits (details can be found [here](#)).
- Benefits include medical, prescription, dental, term life, and flexible spending accounts.
- Medical plans include EPO, PPO and IHM options.
- A generous leave package includes from 10-25 days of annual (vacation) leave per year, depending upon seniority, as well as six personal days per year.
- In addition, the State offers 11 paid holidays and 15 days of sick leave per year.
- Leave policies also adhere to the Family Medical Leave Act of 1983.
- Eligibility for participation in a contributory defined benefit pension plan.
- Eligible to participate in two supplemental retirement plans: [the 457 Deferred Compensation Plan and the 401\(k\) Savings and Investment Plan](#).

### Duties/Responsibilities

- Create and implement an integrated strategy for development initiatives across the institution's programming.
- Direct and coordinate annual, major gift, endowment, and capital/comprehensive fundraising campaigns to provide sustaining support for the Commission's objectives.
- Work with the 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.

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- Build and maintain an effective network of partnerships and relationships across civic, community, corporate, foundation, business, and nonprofit organizations in the local community and the region.
- 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 advocate 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 HSMCC, 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. This is critical in fulfilling the Commission's legislated mission 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:

- Proven success in developing, implementing, and managing advancement and communications for a non-profit or similar organization, or relevant experience where comparable knowledge and skills were gained.
- Demonstrated experience in managing staff, participating in departmental and organizational leadership.
- 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. Annual fund strategies should be demonstrated within the application. Experience in planned giving is desirable but not required.

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Candidates must possess 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 via e-mail to

[porzia.purves@maryland.gov](mailto:porzia.purves@maryland.gov)

Review of applications will begin May 3, 2024, however submissions will be accepted until the position is filled. Candidates are encouraged to apply early to ensure full consideration.

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