

DIRECTOR OF DEVELOPMENT

Organization: Historic St. Mary's City Commission (HSMC)

Location: St. Mary's City, Maryland

Reports To: Executive Director

POSITION SUMMARY

The Historic St. Mary's City Commission, a vibrant state agency and living history museum set on the grounds of Maryland's original capital, is seeking a visionary, results-oriented Director of Development. As HSMC sets its sights on the milestone 400th anniversary of Maryland's founding in 2034, this position will be pivotal in igniting philanthropic momentum, expanding community and institutional partnerships, and orchestrating ambitious campaigns. This leader will champion all fundraising efforts—including major gifts, corporate sponsorships, grant pursuits, annual giving, and membership engagement—while building a dynamic partnership with the Executive Director and the spirited 501(c)(3) HSMC Foundation.

CORE RESPONSIBILITIES

- **Strategic Fundraising:** Collaborate energetically with department heads to create, launch, and drive an ambitious annual development plan inspired by HSMC's mission of archaeological discovery, historical preservation, and transformative public education.
- **Capital Campaigns:** Provide spirited leadership and vision for capital and endowment campaigns, rallying philanthropic support for cutting-edge facilities—including reimagining the current visitors center as a world-class education hub—and innovative exhibits celebrating Maryland's 400th Anniversary.
- **Major Gifts & Stewardship:** Proactively ignite, nurture, and steward an inspiring network of major donors, influential corporate partners, and impactful philanthropic foundations.
- **Grant Management:** Partner creatively with program staff to champion the discovery, crafting, and submission of grant proposals for state, federal, and private funding—while ensuring diligent oversight and thoughtful, personalized compliance post-award.
- **Membership & Annual Giving:** Inspire and guide the membership coordinator to spark donor growth, boost retention, and deliver compelling annual appeals that resonate across direct mail and digital platforms.
- **Collaborative Leadership:** Act as the primary liaison to the HSMC Foundation Board. Partner with the marketing and communications team to ensure donor recognition and consistent institutional messaging.

MEASURABLE GOALS & KEY PERFORMANCE INDICATORS (KPIs)

To guarantee accountability and track success, the Director of Development will be evaluated against key metrics, including annual fundraising targets, major gifts secured, successful grant submissions, membership

growth, donor retention rates, and timely campaign milestones.

Performance Area	Target Metric / Measurable
Overall Revenue	Achieve an annual philanthropic revenue target of \$100,000 by June 30, 2027, demonstrating a 5% year-over-year growth across all giving channels.
Major Gifts	Secure at least: 5 gifts of \$10,000+ in FY 2027 10 gifts of \$10,000+ in FY 2028 20 gifts of \$10,000+ in FY 2029 25 gifts of \$10,000+ in FY 2030 to support ongoing operations and capital projects.
Donor Pipeline	Conduct a minimum of 10 to 20 strategic donor meetings (face-to-face or virtual) per month for cultivation, solicitation, or stewardship. Arrange at least 5 donor meetings per month for the Executive Director with prospective members.
Grant Acquisition	Submit a minimum of \$75,000 in grant applications per quarter with 10% growth in each fiscal year.
Donor Retention	Increase the year-over-year donor retention rate to 45%.
Membership Growth	Grow the HSMC membership base by 25% annually (revenue based) in partnership with the Membership Coordinator and work with the Executive Director to launch a corporate membership program.

QUALIFICATIONS & REQUIREMENTS

- **Experience:** Progressively responsible fundraising experience, preferably within a museum, historic site, higher education institution, or cultural nonprofit. An understanding of Maryland’s political environment and state agencies is preferred.
- **Education:** Bachelor’s degree required; past fundraising training is highly preferred.
- **Campaign Expertise:** Proven track record of securing funds for and playing a leadership role in capital campaigns or similar relevant work experience.
- **Technical Knowledge:** Extensive experience working with CRM software, Microsoft Office, and Google Suite to manage portfolios and generate revenue reports.

- **Communication:** Exceptional written and verbal communication skills, with the capacity to translate complex historical and archaeological concepts into persuasive cases for support.
- **Alignment:** A strong appreciation for early American history, archaeology, and land stewardship, with an understanding of the Southern Maryland philanthropic landscape and Maryland state funding mechanisms.

COMPENSATION

Salary Range: \$85,000 - \$120,000

FLSA Status: Exempt; Permanent; Full-time (40 hrs/wk)

Reports to: Executive Director

Environment: In office; part-time remote work may be possible

Benefits: Full Benefits as a State of Maryland employee, & 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 \$85,000-\$120,000.
- 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](#).

To apply, please submit a cover letter, resume, portfolio with supporting proof of deliverables or performance data, and contact information for three references to:

Porzia Purves
Historic St. Mary's City
P.O. Box 39
St. Mary's City, MD 20686
or via e-mail to
porzia.purves@maryland.gov

Review of applications will begin immediately; however, submissions will be accepted until the position is filled. Candidates are encouraged to apply early to ensure full consideration. Official posting closes July 20, 2026.

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