



Director of Individual Giving

The Maryland Center for History and Culture seeks a dynamic fundraising professional to join our External Affairs Department as the Director of Individual Giving. Reporting to the Vice President of External Affairs, this position will be responsible for the strategy, planning, and management of all aspects of individual giving to support the organization's Annual Fund, membership program, and long-term priorities.

The Director of Individual Giving will work closely with the Vice President of External Affairs and President & CEO to build our membership base and advance a major gifts program that generates funds through high-net-worth individuals, planned giving, special events, family foundation support, annual giving, and special programs which meet and exceed the fundraising goals for individual giving. The Director of Individual Giving supervises the Annual Fund & Membership Coordinator fostering a rewarding work environment and culture of excellence and philanthropy at MCHC.

The ideal candidate is a self-starter who is a strong internal and external collaborator, and has the capacity and skills to help significantly expand the individual donor base.

Responsibilities

Administration

- Supervise front-line fundraising staff and work directly with the Vice President of External Affairs to ensure the overall success of relationship building and fundraising from individual prospects;
- Supervise gift entry and data management to build prospect research efforts and sustain a pipeline of current and prospective donors;

Cultivation

- Collaborate with the External Affairs team on the production of special cultivation events and fundraising initiatives;
- Proactively create and implement strategies for the cultivation, solicitation, and stewardship of donors to make annual major gifts, including those for galas and other fundraising events;
- Support and grow the organization's relationship with members of the Board of Trustees and committee members through solicitation, including drafting and coordination of regular communications material;

Strategy & Integration

- Develop strategy and supervise implementation of MCHC membership drives and annual fundraising campaigns inclusive of mailed and digital appeals;
- Ensure that senior staff and leadership are supported in their donor relations work by developing strategy briefs and leading prep meetings.
- Collaborate with the Vice President of External Affairs and interdepartmentally to ensure the integrity and operation of MCHC's Salesforce Customer Relationship Management (CRM) platform;

Qualifications

- Five or more years of professional experience in a fundraising context, including at least two years of in-depth experience in individual giving;
- Bachelor's degree in the arts or humanities, a plus
- Demonstrated experience and skill with individual fundraising planning and goal setting;
- Demonstrated experience of higher-level work with prospect and donor information systems and reporting tools, including Salesforce or comparable systems;
- Experience preparing and staffing volunteers on donor relationship-building, cultivation, and solicitation;
- Demonstrated experience and skill with all aspects of prospect relationship-building, including cultivating, soliciting, and stewarding major gifts (\$100,000 and larger); experience with organizations seeking to grow and deepen qualified prospect pools;
- Management and supervisory experience with both entry-level and experienced professional staff;
- Experience working with board members and volunteers in a fundraising context, including development committees, major gift committees, etc.;
- Excellent interpersonal and communications skills;
- Experience with, and interest in, working in a fast-paced team-driven environment;
- Interest in museums, history, art, and culture is a plus.

About the Position

This is a full-time, exempt, salaried position with full benefits package, including medical, dental, 403(b) retirement plan, and a health savings account. Full-time employees of MCHC are part of a paid leave policy that offers up to 20 days of vacation and 12 days of sick leave annually in addition to the recognition of 11 federal holidays. An average of 1-2 evenings and/or weekend days per month are required to support events with the provision of compensatory time. Eligible for 1-2 days of telework. The salary range is \$75,000 - \$85,000.

How to Apply

Please email a resume and cover letter to jobs@mdhistory.org. We will request professional references from those selected for the second round of interviews. Subject line: Director of Individual Giving. Incomplete applications may not be considered. No phone calls, please.

About MCHC

The Maryland Center for History and Culture is an equal opportunity employer that seeks to educate people of all ages about the American experience through the rich history of Maryland using their collections and to preserve important objects and archival materials from prehistoric Maryland to the present day.

The Maryland Center for History and Culture collects, preserves, and interprets the history, art, and culture of Maryland. By exploring multiple perspectives and sharing national stories through the lens of Maryland, MCHC inspires critical thinking, creativity, and community. Learn more at mdhistory.org.