



## Maine Historical Society Director of Institutional Advancement

**SCHEDULE:** 35/week (Full-Time)    **START DATE:** January 2019

Maine Historical Society (MHS), a private 501(c)3 non-profit, seeks an experienced, organized, and collaborative Director of Institutional Advancement to lead the organization's fundraising program.

MHS is an innovative statewide cultural organization whose mission is to preserve and share Maine's story. Headquartered in the heart of Portland's cultural district, MHS includes the Brown Research Library, a growing museum (including the Wadsworth-Longfellow House), and the Maine Memory Network ([www.mainememory.net](http://www.mainememory.net)), our nationally-recognized statewide digital museum.

The Director of Institutional Advancement is a member of MHS's senior management team and will help lead commemoration of Maine's Bicentennial (2020) and MHS's Bicentennial (2022), and implementation of MHS's new 2019-2023 Strategic Plan. These initiatives focus on demonstrating how history shapes Maine today, expanding audience, and building institutional capacity as MHS embarks on its third century of service to Maine.

The Director of Institutional Advancement is responsible for managing all phases of Maine Historical Society's advancement program, including fundraising, marketing, and communications. Working closely with the Executive Director, Board, and senior management team and leading a staff of four, the Director of Institutional Advancement designs, develops, and implements a comprehensive development program that supports the sustainability, vitality, and continued growth of MHS.

Responsibilities include ensuring the continuity and success of MHS's current development program: 1) Identifying and writing 15-20 grants per year to private foundation and federal agencies to maintain MHS's strong base of grant funding (approximately \$500k annually), 2) Developing and training Advancement staff, 3) Expanding annual fund and dues revenue, 4) Leading two major fundraising events (November and May), and 5) Creating and managing department's annual budget in consultation with the Finance Director.

Additional responsibilities include working with the Executive Director, management team, and Advancement committee to expand all Advancement activities: 1) Establish goals and strategies for appropriate growth of all fundraising programs, 2) Partner with and support campaign consultants in implementation of upcoming capital campaign, 3) Develop and maintain ongoing relationships with major donors, trustees, and friends, including donor prospect research, 4) Develop major donor program, and 5) Oversee strategic use of print, digital, and other tools for effective communication of MHS news, activities.

Qualifications include: 5-10 years of comparable development experience and management responsibility, excellent writing, editing, and management skills, record of major gift fund-raising and grant writing accomplishment, familiarity with Raiser's Edge (or comparable) database, demonstrable interest in history, education, and/or working to support Maine's vitality, and, highly self-motivated and directed.

Please submit a PDF containing your cover letter, resume, and 3 references (including contact information) to Cindy Murphy, Office Manager, at [cmurphy@mainehistory.org](mailto:cmurphy@mainehistory.org) by November 21. Applications will be reviewed as they are received.