



Director of Development

Full-Time | Exempt

Salary Range: \$70,000 - \$75,000, commensurate with experience

Benefits: HMO Healthcare & Dental covered at 100% by A&H, Paid Vacation and Sick Time

Reports to: Executive Director

Position Summary

The Art & History Museums of Maitland (A&H) seeks an experienced, relationship-driven Director of Development to lead and grow the organization's contributed revenue program. This is a highly relational, outward-facing position for a fundraiser who enjoys meeting people, building authentic connections, sharing compelling stories, and translating enthusiasm for an organization into philanthropic support.

The Director of Development will lead A&H's individual giving, major gifts, corporate partnerships and sponsorships, annual giving, donor stewardship, grant contributions, and fundraising strategy. The position also oversees the administrative infrastructure necessary to support a successful development program, including donor records, acknowledgments, membership, grant activity, and campaign administration. Contract grant-writing support and flexible part-time administrative support are available to allow the Director to prioritize high-value fundraising and relationship-building activities.

About the Opportunity

A&H is entering an exciting period of institutional growth. The organization has recently completed a major expansion of its Art School, continues to expand its artist residency and community programming, and is building upon growing public and philanthropic engagement with its historic campus. The next Director of Development will inherit an established base of loyal supporters while having significant opportunity to develop individual and corporate relationships that have not yet been fully cultivated.

Primary Responsibilities

Donor Cultivation & Individual Giving

- Develop and manage an active portfolio of individual donors and prospects.
- Build authentic relationships with current and prospective donors through meetings, lunches, tours, events, telephone calls, and other personal outreach.
- Grow participation in A&H's higher-level giving programs, including the Landmark Society.
- Lead strategy and implementation for A&H's annual giving campaign and other individual fundraising initiatives.
- Oversee membership as part of the donor pipeline.

Corporate Giving & Sponsorships

- Proactively identify new corporate prospects rather than relying solely on existing institutional relationships.
- Personally conduct corporate outreach, meetings, sponsorship conversations, and solicitations.

Special-Event Fundraising

- Lead the fundraising components of A&H's annual fundraising gala, including sponsorships, table and ticket sales strategy, auction and in-kind solicitation, donor outreach, and fundraising goals.
- Work collaboratively with A&H's Events/Operations team, which is responsible for event production, vendors, catering, logistics, setup, and related operational responsibilities.

Grants & Development Operations

- Oversee A&H's institutional grant portfolio, calendar, deadlines, applications, reporting, and compliance.
- Prepare grant applications directly when appropriate while strategically utilizing contract support for larger or more time-intensive applications.
- Maintain overall responsibility for the accuracy and integrity of A&H's donor CRM.

Board & Organizational Leadership

- Serve as A&H's senior staff resource for philanthropy and contributed-revenue strategy.
- Provide regular reports on fundraising activity, pipeline development, campaign results, and progress toward revenue goals.

Qualifications

- Successful experience personally cultivating and soliciting individual donors and developing corporate relationships.
- Demonstrated ability to move relationships from prospect identification through cultivation, solicitation, and stewardship.
- Excellent interpersonal skills and the ability to build rapport with a wide range of people.
- Strong written communication and storytelling skills.
- Bachelor's degree or equivalent combination of education and relevant professional experience.
- Experience in arts, culture, museums, education, historic preservation, or another mission-driven organization is welcome but not required.
- Experience with donor CRM systems preferred.
- Grant-writing experience is beneficial but is not the primary qualification for this position.

Schedule: Some evening and weekend availability will be required for donor cultivation, exhibition openings, fundraising events, and other A&H activities.

To Apply

To apply, please submit the following to humanresources@artandhistory.org:

- Resume
- Cover Letter
- At least three professional references, including name, title/organization, relationship to applicant, email address, and telephone number. At least one reference should be a current or former direct supervisor.

References will only be contacted for finalists.