

Director of Development Historic Philadelphia Inc.

Historic Philadelphia, Inc. makes our nation's history relevant and real through interpretation, interaction, and education, strengthening Greater Philadelphia's role as the destination to experience American history. Historic Philadelphia, Inc.'s programs include the Betsy Ross House, Once Upon A Nation storytelling and immersive walking tours, and Franklin Square.

Position Description and Responsibilities:

The Director of Development has responsibility for creating and implementing a comprehensive fundraising plan in support of all Historic Philadelphia, Inc. (HPI) properties including Once Upon A Nation, Franklin Square and the Betsy Ross House, as well as HPI's education outreach efforts. This incorporates capital funding, corporate sponsorship, individual donations, foundation grants, and lobbying initiatives to support capital campaigns and on-going operations. Specific responsibilities include researching new corporate, foundation and individual prospects; tracking all development prospects on an on-going basis; working with the President and CEO, project leadership and outside consultants to develop strategy; creating and presenting sponsorship proposals; serving as primary liaison for and maintaining positive relationships with all key project funders; and planning and staffing donor cultivation.

Required Education and Experience: Bachelor's degree and a minimum of three to five years successful fund raising experience. Corporate Sponsorship experience required. An equivalent combination of education and experience in development or related field may be considered.

Required Skills and Abilities:

- Knowledge of Philadelphia corporations and the Giving Communities.
- Ability to produce results under tight deadlines with multiple priorities.
- Excellent management, organization, planning, and communication skills, written and verbal.
- Ability to work independently and as part of a diverse team in a fast-paced environment.
- Ability to work with President and CEO and other project leaders to set appropriate fundraising goals.
- Ability to work occasional nights and weekends during the summer and as required.
- Ability to use all technology associated with the position.

Salary: Based on experience

Historic Philadelphia is an equal opportunity employer and is a drug-free work environment

To apply please send your resume and cover letter to visitorservices@historicphiladelphia.org

Be sure to make the position you're applying for the subject line of your email. Thank you.

