



HERITAGE HILL

STATE HISTORICAL PARK

Director of Development

Department/Location: Development
Reports to: Executive Director
Fair Labor Standards Act Status (FLSA): Exempt, Salaried
Employment Status: Full-time
Revision Date: March 14, 2024

ABOUT HERITAGE HILL

Heritage Hill State Historical Park is a 56-acre living history site in Green Bay, Wisconsin featuring over 25 buildings from the 17th – 20th centuries. Heritage Hill's mission is to enrich the lives of others by sharing Northeast Wisconsin's diverse cultural and historic ties that bind our communities together. This is achieved through traditional museum exhibits, costumed historic interpreters, and other immersive and innovative techniques.

POSITION DESCRIPTION

The Director of Development is a full-time position that plays a key role in the development/revenue operation that supports the educational mission of this non-profit. The director of Development collaborates with the Executive Director to plan, direct and coordinate fundraising and friend-raising activities. They will provide leadership for the creation for the strategic fund development initiatives to include a major and planned giving program, annual giving, donor stewardship and recognition programs, and public relations related to development, as well as membership.

PRIMARY FUNCTIONS AND RESPONSIBILITIES

The following are the primary/essential functions of the position and are not all-inclusive.

Implement Development Strategies and Operations

- Collaborate closely with the Executive Director to help develop and implement a plan with short and long term goals to meet funding objectives. Enlist support from members of the senior staff, internal and external volunteers, as appropriate
- Create & implement development policies, systems, and procedures
- Solicit sponsorship for major annual events
- Take lead in implementing plans for major direct mail fundraising, electronic fundraising, and donor recognition
- Develop and implement strategies for major giving and planned giving programs
- Cultivate relationships with new and existing donors and solicit major and planned gifts, as requested.
- Cultivate relationship with local businesses, civic and social groups, estate and financial planning professionals and other professionals with an interest in the value and mission of Heritage Hill.
- Write and submit grant proposals to support existing programs and new initiatives as directed by Executive Director

- Work closely with the Accounting Manager and Heritage Hill Foundation representatives to develop and implement SOP's for revenue from donations, in accordance with accounting principles.
- Implement day-to-day processes related to managing incoming revenue, processing donations, and other related tasks.

MINIMUM QUALIFICATIONS:

- Minimum of 5 years of professional experience in a fund development and relationship building role
- A record of successful solicitations of \$10,000 or more
- A passion for the mission and vision of Heritage Hill
- Bachelor's degree in field that would support fundraising success (preferred)
- Thorough knowledge and understanding of all areas of fundraising, including annual giving, grant writing, and estate planning
- Demonstrated experience executing innovative methods for raising money electronically through emails and social media
- Proven record of successfully meeting steadily increasing fundraising targets
- Experience using donor management software for tracking purposes
- Discretion when dealing with sensitive information and a focus on customer service
- Demonstrated experience working in a team environment
- Ability to work independently

SALARY & BENEFITS

\$55,000 - \$65,000 annually. This is an exempt salaried position that includes employee health insurance, 401K contribution, paid time off, and more.

Heritage Hill State Historical Park is an equal opportunity employer.