



**Castle in the Clouds
Position Announcement
Director of Development**

GENERAL DESCRIPTION OF POSITION

Castle in the Clouds is one of New Hampshire's most visited historical and natural attractions. Our mission is to interpret and share the buildings and landscape of the Castle in the Clouds as a cultural resource for the benefit of the public. A dedicated board, engaged volunteers and committed donors help us restore, preserve, and share this beautiful New Hampshire icon for generations to come.

Since 2006, Castle Preservation Society (CPS) has been responsible for restoring and preserving Lucknow, built in 1914 as the retirement estate of shoe manufacturer Thomas G. Plant. Rechristened Castle in the Clouds and opened to the public in 1959, the estate was added to the National Register of Historic Places in 2018. Today visitors can tour the historic Lucknow mansion, dine in our Carriage House Restaurant, feed the trout in Shannon Pond, grab a sandwich or an ice cream at Cones in the Clouds, and hike or enjoy a trail ride on over 35 miles of trails maintained by our partners, the Lakes Region Conservation Trust.

Castle in the Clouds' focus over the coming three-five years is to build off of the momentum we have created and further expand our fundraising, as well as increase awareness of the Castle as a vital educational, cultural and natural resource in our region.

Castle in the Clouds seeks a Director of Development to join our passionate, collaborative team. We are looking for a fundraising leader who can embrace our mission, engage meaningfully in our culture, and facilitate our continued growth for the future. The Castle seeks a trailblazer who can build on our success and move us to the next level so we can expand the programs we offer to our community.

The Director of Development will serve as a critical member of the Castle in the Clouds senior management team. Reporting to the Executive Director, he or she will be responsible for planning, organizing, directing and significantly expanding all CPS fundraising initiatives. Additionally, he or she will take a leadership role in deepening community engagement and outreach, as well as working closely with marketing staff members on the development and implementation of comprehensive marketing and communications plans to promote and enhance the Castle in the Clouds brand. As a member of the senior management team, the Director will routinely provide guidance and oversight to other members of the Castle team.

Qualifications:

The ideal candidate will bring passionate energy, vision, and resourcefulness to this position and will be an organized self-starter dedicated to implementing the CPS mission. Familiarity and experience with community relations and fundraising techniques is required, especially as regards major gift fund raising and creating a culture of philanthropy throughout the organization. The ability to prioritize and make decisions in a fast-paced environment is key.

The Director of Development will be responsible for helping assure that the CPS staff, board and volunteers receive the support they need to establish deep, meaningful relationships with the stakeholders who will create fundraising success. The ideal candidate will be a talented fundraising professional with a solid track record of building deep donor relationships, using a hands-on approach to cultivate and steward donors so they are inspired to give generously and consistently. The candidate must be able to carry a portfolio of donors of their own and facilitate corporate and foundation relationships. This crucial work is necessary to move CPS forward to a sustainable future.

Excellent communication, decision making, and leadership skills are essential, particularly the ability and personality to motivate staff, board, and volunteers. Must have a working knowledge of nonprofit or museum management principles and practices, as well as experience developing and managing a budget. Proficiency with computer software related to the position, in particular experience with Microsoft Office products and donor management databases is also necessary.

The successful candidate will be a strategic thinker, able to see the big picture, while simultaneously assuring operational effectiveness to create success.

A Bachelor's Degree in a related field and a minimum of five years' experience in fundraising with a track record of success, or equivalent, is required.

ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES:

The successful candidate will create and implement a strategic fundraising & communications strategy, collaborating and coordinating with the various stakeholders who will help achieve the organization's fundraising and marketing goals.

Fundraising Goals and Strategy - Provide leadership to the board and staff to ensure that annual fundraising goals are achieved.

The successful candidate will:

- develop an annual fundraising plan and strategy, and adjust the plan as needed to assure CPS raises the funds it needs to successfully fulfill its mission. This includes strategies for general appeals, events, major gifts, grants and planned giving

- oversee implementation of CPS's fundraising programs and events to carry out the organization's mission. Oversee development of annual appeals, support successful events by meeting sponsorship and fundraising goals, oversee successful grant writing
- enhance CPS's image by being active and visible in the community and by working closely with other professional, civic and private organizations

Direct Fundraising - The Director of Development will work closely with the Executive Director, board members and the professional staff to build a donor pipeline and identify appropriate strategies to cultivate, solicit and steward donors. The Director of Development will be directly responsible for a portfolio of 60-80 prospective donors, with a focus on gifts of \$1,000 to \$50,000, and will help assure gift strategies are aligned and coordinated with events and general organization activities.

The successful candidate will:

- work with the Executive Director and others to assure a pipeline of major gift prospects is identified, updated as needed, and that appropriate cultivation, solicitation and stewardship strategies are implemented
- educate donors about the Castle and its mission
- engage donors in the mission and vision for CPS and cultivate them for eventual solicitation
- assure that solicitation of donors is done respectfully at the right time and for the right purposes
- steward donors and their gifts to CPS as appropriate and in accordance with the fundraising strategy

The Director of Development will independently visit with potential donors, as well as coordinate visits by the Executive Director, board members, and volunteers as appropriate.

The Director of Development will draft proposals, solicit individuals, and, working with staff, will assist with the planning and execution of small cultivation gatherings.

The successful candidate's performance will be measured by the number of substantive visits made and gifts raised.

Volunteer Management –

The Director of Development will staff the Development Committee of the board by

- creating an annual committee workplan and overseeing its implementation
- creating meeting agendas and overseeing production of meeting minutes
- coaching and guiding individual committee members as they take on the work of the committee

- supporting the committee as they enlist the support of the entire board in fundraising activities

Communications and Marketing –

The Director of Development will work closely with the Executive Director and Marketing Coordinator to implement an annual communications plan by

- providing information and insight to ensure that organizational communications strategy is in alignment with the fundraising plan and CPS's key marketing objectives
- work with CPS staff and outside vendors as appropriate to assure implementation of the communications plan
- ensure timely and accurate flow of information related to fundraising to allow for regular updates to the organization's website

From time to time the Director of Development may take on other duties as defined by the Executive Director.

SUPERVISOR RESPONSIBILITY:

Development Coordinator

REPORTS TO:

Executive Director

PROFESSIONAL QUALIFICATIONS:

- A bachelor's degree or its equivalent
- Three-five or more years successful senior nonprofit experience, including direct supervision of fundraising staff, or its equivalent
- Demonstrated ability to develop, oversee and successfully implement comprehensive fundraising strategies
- Demonstrated ability to create and manage complex budgets, including budget analysis, and ability to report financial findings to a board
- Strong organizational abilities including planning, delegating, program development and task facilitation
- Demonstrated ability to convey a vision of the CPS's strategic future to staff, board, volunteers and donors

PROFESSIONAL SKILLS AND ATTRIBUTES:

- Ability to collaborate with and motivate board members and other volunteers
- Transparent and high integrity leadership
- Strong written and oral communication skills
- Ability to interface with and engage diverse volunteer and donor groups

- Demonstrated ability to oversee and collaborate with staff
- Strong public speaking ability
- Ability to work a highly flexible schedule with frequent evening and weekend work.

Salary range \$70,000-\$75,000, DOE, plus benefits package.

Benefits package includes:

Medical Insurance – 60% of premium covered by employer, including family members if applicable

401-K plan with 4% employer match

Accrued time off for personal or vacation use

9 paid holidays

30% discount on purchases in the Carriage House Restaurant, Castle Gift Shop, and Café in the Clouds

An annual membership to the Castle

Affiliate membership in the New England Museum Association

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To Apply please forward resume, cover letter and three professional references to our search consultant:

Catherine Crooker

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