



## Director of Advancement Job Description

**Category:** Full Time

**FLSA Status:** Exempt

**Pay Type:** Salary

**Pay Range:** \$80,000 - \$95,000 plus benefits

**Schedule:** Regular business hours with some nights and weekends

### **Position Description:**

Reporting to the Executive Director, the Director of Advancement will be responsible for organizing, supporting, and coordinating Castle Preservation Society (CPS) fundraising & marketing initiatives. This staff member will ensure that all fundraising ambassadors (Executive Director and Board) have the tools and information to be successful in their efforts to increase financial resources and deepen community connections. They will also oversee organizational marketing plans to drive both philanthropic and earned revenue. The Director of Advancement will manage paid and volunteer team members, as well as develop systems, research prospects, and oversee donor stewardship – supporting the ED and Board to be fully engaged in the efforts to raise needed funds in support of the CPS mission.

### **Qualifications:**

The ideal candidate will bring energy, vision, and resourcefulness to this position and will be an organized self-starter dedicated to the CPS mission. Familiarity and experience with nonprofit fundraising principles and practices, including digital and event-based philanthropy is required. Experience utilizing donor management systems, especially regarding donor prospect research (individuals, corporations, and grants/foundations) and donor stewardship is essential. The ability to prioritize and make decisions in a fast-paced environment is key. Excellent communication and decision-making skills are essential; particularly the ability and personality to motivate staff, board, and volunteers. Experience preparing for and managing Capital Campaigns is preferred. Proficiency with computer software related to the position, in particular experience with Microsoft Office products, donor management databases, and desktop publishing software is also necessary. Knowledge of or experience with marketing techniques for a multi-faceted organization incorporating both earned and philanthropic revenue streams is necessary. A Bachelor's Degree in a related field with a minimum of five years' experience with a record of success is required.

**Essential Duties and Responsibilities** include but are not limited to:

- Oversee and manage annual fundraising & marketing efforts:
  - With the Executive Director and Board Development Committee create an annual fundraising plan, timeline, and budget then work closely with the ED, Board, and fundraising team to achieve organizational fundraising goals.
  - Act as the staff liaison to and lead the Board Development Committee – activating them for prospect identification, cultivation, solicitation, and stewardship.
  - Maintain continual and effective communication with CPS' donor base through a combination of personal contact, mailings, and electronic communication.
  - Coordinate donor cultivation opportunities for the ED and/or Board members with individual prospects
  - Maintain a portfolio of donor prospects and meet agreed upon goals for stewardship and gift cultivation
  - Work closely with other members of the Castle staff leadership team and contracted service providers to develop a comprehensive annual marketing plan that addresses all aspects of the organization.
- Actively participate in planning for the future of Castle Preservation Society
  - Conduct regular prospect research to grow the donor base targeting individuals, corporations, and foundations
  - Work with other members of the CPS leadership team and board to identify future projects and funding needs as part of a comprehensive Strategic Plan.
  - Lead organization preparations to launch a successful Capital Campaign within the next 5 years.

- Hire, train, evaluate, and manage paid, volunteer, and contracted team members responsible for:
  - Creating and maintaining tracking systems to monitor donor prospect progress through the development process
  - Managing and maintaining appropriate gift recognition programs
  - Using donor management software to effectively review and analyze donor behavior and ensure accurate and timely data entry
  - Marketing, including print, TV, radio, web, and social media
  - Planning and executing fundraising events
  - Researching and applying for grant funding based on the needs of the organization
  
- Other duties as assigned by the Executive Director

**To Apply:**

Submit a resume with cover letter and salary requirements to [cclark@castleintheclouds.org](mailto:cclark@castleintheclouds.org) or by mail to:

Castle in the Clouds  
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