

## **Landmarks Foundation of Montgomery and Old Alabama Town**

Development Officer, Landmarks Foundation of Montgomery

Landmarks Foundation seeks an energetic and principled self-starter to lead fundraising for the historic preservation organization and its Old Alabama Town living history museum. The ideal candidate will have at least 3-5 years of experience with membership, special events, corporate solicitation, major gifts, and endowments. Excellent oral and written communications skills required. Bachelor's degree preferred. Salary commensurate with experience. For job description, see [link here].

For full consideration, send letter and resume in confidence by April 15, 2019 to [jobs@landmarksfoundation.com](mailto:jobs@landmarksfoundation.com) or Executive Director, Landmarks Foundation, 301 Columbus St., Montgomery, AL 36104.

### **Development Officer Job Description Summary**

- Directs all fundraising activities for Landmarks Foundation and Old Alabama Town
- Develops fundraising strategies and is responsible for areas of museum support including membership, grants, donor relations, capital programs, and planning special fundraising events.
- Typical qualifications: bachelor's degree plus several years of development experience.
- Reports to the Executive Director

### **Development Officer Job Description**

The Development Officer creates and executes the development strategy for Landmarks Foundation and Old Alabama Town. S/he will develop and implement a strategy to increase, cultivate, and procure diverse and sustainable revenue. The Development Officer must think strategically and practically to execute a results-oriented development plan that includes traditional and innovative strategies.

Specific responsibilities:

- Create, write, and implement coordinated and comprehensive annual development plan and calendar that will include (and not be limited to) direct mail solicitations, special events, and grants that will generate new funding that will exceed the previous year's and show continued growth over successive years.
- Increase board member donations.
- Responsible for membership program and supervision of assistant(s); establishes membership goals, oversees development and implementation of membership programs and services, and directs campaigns to increase membership.
- Responsibilities include cultivation, solicitation of major gift prospects, oversight of fundraising events, and special project funding.
- Responsible for researching, developing, writing, and submitting proposals to local and national donors including individuals, corporate, nonprofit, federal and state governmental organizations.

- Work with marketing and PR manager to coordinate effective marketing and public relations for fundraising activities.
- Coordinate development special events from inception to completion.
- Provide systems and tools to ensure all funders, board members, staff and partners in fundraising have the tools they need to support Landmarks/OAT development demands.
- Acknowledge promptly and accurately all donations to Landmarks/OAT.
- Comply with all reporting requirements, internally and externally, to fulfill commitment to accountability and transparency.
- Other duties as assigned.

Required Knowledge, Skills, and Abilities:

- Three plus years of experience in general fundraising leadership (membership, events, corporate solicitation, endowment growing, major donors)
- Solid grounding in ethical practices
- Excellent writing skills plus public speaking experience
- Strong communications skills (with director, board, donors, and vendors)
- Strong commitment to and care of donors at all levels of giving
- Demonstrated use of fundraising software
- Budgeting expertise
- Willingness to work flexible hours occasionally
- Volunteer coordination and motivation experience
- Direct mail and capital campaign experience

Necessary Qualifications:

- Bachelor's degree plus several years of development experience
- Ability to keep organization ahead of self

Proposed Salary: Commensurate with experience