



**Annmarie Sculpture Garden & Arts Center**  
**Koenig Private Foundation, Inc. & Ann's Circle Inc.**  
P.O. Box 99, 13470 Dowell Road, Dowell, MD 20629  
[jobs@annmariegarden.org](mailto:jobs@annmariegarden.org)

- Title:** **Development Director** *option for part- or full-position*
- Schedule:** **prefer 24-29 hours/week, but will consider a full-time schedule**  
(hours are average over course of the year with variation according to events & grant deadlines)
- Salary:** Compensation is negotiable, commensurate with experience  
Benefits package dependent on part- or full-time status; eligible for retirement plan after one year of service
- To apply:** Submit cover letter, resume, three professional references, and salary requirements to [jobs@annmariegarden.org](mailto:jobs@annmariegarden.org). **Please state your preference for part- or full-time position.**

**DEADLINE to APPLY: ~~January 4, 2019~~ EXTENDED TO January 18, 2019**

**Job Summary:** The Boards of Directors of Annmarie Garden seek an experienced philanthropy professional who will refine and execute our strategic approach to fundraising, including but not limited to major gifts, planned giving, corporate donations, grants, sponsorships, corporate membership program, annual appeals, and in-kind resources. The Development Director will work to ensure that Annmarie Garden achieves the funding growth required to function effectively and to enable continued organizational growth. Efforts will include expanding existing initiatives, as well as creating, executing and evaluating new fund-raising strategies. The ideal candidate will have a passion for our organization and mission, possess superb verbal and written communication skills, and bring a proven ability to expand the donor base and grow overall donor contributions as part of a diverse and sustainable fundraising plan. The Executive Director and the two Boards of Directors of Annmarie Garden enjoy a close and collaborative relationship. As such, the Development Director will report directly to the Executive Director and will be expected to collaborate closely with, and provide frequent reports, to both Boards.

#### **SPECIFIC DUTIES & RESPONSIBILITIES**

**In concert with the Executive Director, Deputy Director, Marketing Director, and Boards, the Development Director will create, execute, and evaluate a comprehensive philanthropy plan that increases revenues to support the strategic direction of the organization.**

Develop new and unique ways to grow contributions to the organization and to create new funding opportunities. Review current fundraising initiatives and recommend efforts to maximize and expand them. Investigate and research new fund-raising initiatives, including but not limited to grants, sponsorships, major gifts, planned giving, corporate donations, corporate membership program, naming opportunities, and in-kind resources. Research membership and mailing lists for potential donors. Evaluate philanthropy plan at least annually and provide regular reports to director, boards and staff.

Develop and execute a call plan to current and potential new donors, sponsors, and strategic partners with the objective of increasing organization incomes. Assist in the conceptualization and development of donor information packages, marketing briefs, brochures, advertisements and related materials designed to reinforce our brand and derive revenues. Engage the Executive Director, Staff, and Board members as necessary for visits to potential new donors, sponsors, and strategic partners.

Anticipate, understand, and respond to the needs of donors to meet or exceed their expectations within the organizational parameters. Effectively steward all Annmarie donors and cultivate new potential partners. Make donor and potential donor appointments, calls and visits, and solicit funds and other resources for the organization. Develop an effective and creative donor recognition and appreciation program, and effectively communicate donor expectations, requests, and feedback to the Executive Director and Boards of Directors.

Create communications plan, including an annual report, for the organization, and work closely with the executive director and marketing director, to create a compelling organizational message and story.

Develop a deep and broad knowledge and understanding of the Southern Maryland community, including cultural, economic, business, and political trends. Monitor trends in the region and adapt fundraising strategies as necessary. Identify and be aware of competing interests in Southern Maryland and be familiar with other development professionals in the region.

Keep Executive Director apprised on activities, progress, and issues. Actively engage with staff, board members, and volunteers to develop an understanding and appreciation of the Annmarie community.

**Skills Required:**

Demonstrated ability to build a culture of philanthropy within an organization's member and patron base, and to enthusiastically and successfully engage in one-on-one solicitation and ongoing donor stewardship.

Comfort and facility with a wide range of philanthropic work, including solicitation and stewardship of individual, foundation and corporate donors, private donors and potential donor cultivation and research, grant writing, and special events.

Personal qualities of maturity and diplomacy, along with integrity, credibility and a commitment to Annmarie's mission. Implement the fundraising plan in accordance with ethical fundraising principles.

A successful track record in executing a strategy, setting priorities, managing multiple projects and working effectively under pressure to achieve individual and organizational goals. Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities.

Excellent verbal and written communication and interpersonal skills, an ability to listen to and balance, negotiate and work with a variety of internal and external stakeholders. Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.

Keen interest in learning and developing as a professional, staying on top of best practice research. Knowledge of state and federal charity and fundraising laws.

Works cooperatively and effectively with others to set goals, resolve problem, and make decisions that enhance organizational effectiveness and the advancement of Annmarie Garden.

Proficiency with Microsoft Office, web-based applications, and use of the internet for research required. Willingness and ability to learn basics of ProClass and other relevant software used by organization in order to perform job.

**Education & Experience:** degree in relevant field and 3-5 years of experience, or a combination of relevant experience and education.

**Special requirements:** subject to background investigation; will include some weekend and evening activities, including Annmarie's major events, After Hours events, important Chamber of Commerce events, Calvert County government meetings, etc.

**Physical Demands:** routine office tasks; light physical tasks associated with hosting a special event.

**Work environment:** the work environment is busy and fast-paced, and requires someone able to juggle multiple tasks, shuffle priorities when needed, and quickly produce written materials.

*Revised December 14, 2018*