



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

Title: **Development Director** **DEADLINE to APPLY:** **extended to May 3, 2019**

Schedule: full time; flexible schedule

Salary: salaried position; includes benefits
 Compensation is negotiable, commensurate with experience; please provide salary requirement

To apply: Submit a complete application packet, including cover letter, resume, three professional references, and salary requirement to jobs@annmariegarden.org.

Job Summary: The Boards of Directors of Annmarie Garden seek a philanthropy professional who will refine and execute our strategic approach to fundraising, including but not limited to business sponsorships, major gifts, planned giving, corporate donations, grants, 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 Development Director will report directly to the Executive Director and will also be expected to collaborate closely with the Board, to include providing quantitative and qualitative data/reports related to board objectives and to inform board decisions.

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.

- Sustain existing donations and develop new ways to grow contributions to the organization.
- Develop and execute a call plan to current and potential new donors, sponsors, and strategic partners.
- Assist in the conceptualization and development of targeted and public marketing materials.
- Develop an effective and creative donor recognition and appreciation program
- Liaison to/collaborate with other community entities and individuals.
- Promote Annmarie Garden at government, business and community events.
- Evaluate philanthropy plan at least annually and provide regular reports to director, boards and staff.

Skills Required:

- Demonstrated ability to engage with the community and to achieve organization philanthropic objectives,
- Broad experience across all aspects of philanthropic work.
- A successful track record in executing a strategy, setting priorities, managing multiple projects and working effectively under pressure to achieve individual and organizational goals.
- Excellent verbal and written communication and interpersonal skills
- Knowledge of state and federal charity and fundraising laws.
- Proficiency with Microsoft Office, web-based applications, and use of the internet for research required.

Education & Experience: Degree in relevant field and 3-5 years of experience, or equivalent

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

Physical Demands: work includes routine office tasks, as well as tasks associated with hosting a special event, including setting up a small tent, booth or display, tables and chairs, etc.

March 5, 2019