



Annmarie Sculpture Garden & Arts Center
Koenig Private Foundation, Inc. & Ann's Circle Inc.
13470 Dowell Road, Solomons, MD 20688
jobs@annmariegarden.org

Title: **Development Director** *full-time salaried position*
Department: **Marketing & Development**

Salary: salary negotiable, commensurate with experience; please provide salary requirement includes retirement plan, health insurance, vacation & sick leave; flexible work schedule; family-friendly work environment; hybrid work option available but in-person attendance frequently required.

To apply: submit cover letter, salary requirements, detailed resume, and professional references to jobs@annmariegarden.org.

About Annmarie: if you are looking to join a wildly creative and hard-working team doing important work for the community, you will find it at Annmarie. We work hard every day to fuel creativity, stimulate the mind, nourish the body and soul, protect the environment, and generate economic opportunities for artists. This is your opportunity to be part of a creative team that is driven to nurture the human spirit and contribute to a healthy society. Read more about our mission [here](#). We hope you will apply!

Job Summary: The Boards of Directors of Annmarie Garden seek a philanthropy professional who will refine and execute our strategic approach to raising significant revenue across all funding sources including individuals, corporate, philanthropic, and government donations, sponsorships, and grants. The *Development Director* must ensure that Annmarie Garden achieves the funding growth required to function effectively and to enable continued organizational growth. Efforts will include expanding existing initiatives and relationships, creating, executing and evaluating new fund-raising strategies, as well as recommending organizational and process improvements. The *Development Director* will be a member of our senior leadership team, working closely the *Executive Director*, the *Curator of Education*, the *Communications & Marketing Coordinator* and the other key members of the Annmarie team. They must also collaborate closely with the Boards and their committees associated with, or relying upon, fund-raising and growth initiatives.

SPECIFIC DUTIES & RESPONSIBILITIES

- Liaison and advocate for Annmarie Garden with government, business, and community organizations; serve as the public face of Annmarie Garden at local, regional and state meeting, gatherings, conferences, and events
- Development and execution of near-term and long-term fundraising strategies.
- Alignment of fundraising strategies with existing long-range development and expansion plan phasing.
- Coordinate the research, writing, and soliciting of grants of all applicable types, as well as manage and ensure grant reporting and compliance.
- Sustain the existing donor base and develop new ways to grow contributions to the organization.
- Develop relationships with new prospective private, foundation, and corporation donors.
- Identify and negotiate corporate and individual sponsorships for garden events, activities, and programs.
- Develop an effective and creative donor recognition and appreciation program.
- Attend Ann's Circle board meetings; serve on the Fundraising Committee, the Strategic Development Committee, and other board committees related to, or relying on, fundraising.

Skills Required:

- Broad experience across the many aspects of philanthropic work.
- Ability to engage and advocate across all funding source types to achieve organization objectives,
- A successful track record in developing and executing strategies, establishing milestones and metrics against which progress can be objectively assessed, managing multiple projects, and efficiently achieving organizational goals.
- Excellent verbal and written communication and interpersonal skills
- Knowledge of state and federal charity and fundraising laws.
- Proficiency with DonorPerfect, Microsoft Office, web-based applications, and use of the internet for research.

Working around art and sculpture:

All staff must follow established guidelines for working around works of art and sculpture, including the indoor gallery areas and the outdoor sculpture; all staff must follow policies and procedures for working around loaned works of art as stipulated by the Smithsonian Institution and the National Gallery of Art. These guidelines apply to all Annmarie staff, as everything we do is informed by the art and sculpture that surrounds us on the property.

Education & Experience: Prefer master's degree or equivalent in relevant field. Minimum of 10 years relevant experience, of which at least 3 of the last 5 years must include performance of the duties described herein.

Special requirements: work Annmarie's outdoor and indoor festivals & events; includes some weekend and evening events. Subject to background check.

Licenses of Certificates: Valid driver's license.

Annmarie is an equal opportunity employer.

May 2024