



# PRESERVATION MARYLAND

**TITLE** Development Manager

## **JOB DESCRIPTION**

The Development Manager reports to the Vice President and will manage organizational fundraising efforts with a focus on The Campaign for Historic Trades.

This is a full-time professional position that requires a minimum of three years of experience. Candidates should have demonstrated practical experience in charitable nonprofit fundraising and be adept at constituent relationship management systems. Experience working with Engage is preferred.

Preservation Maryland provides a generous benefits package including health insurance, retirement fund contributions, vacations, holiday pay and a flexible work schedule. Salary \$56,000 - \$65,000, annually. Compensation will be commensurate with education and experience

The preferred start date for this position is March 2023. The position will remain open until filled.

## **RESPONSIBILITIES**

This position will assist with a broad range of activities in support of fundraising and development efforts focused on the Campaign for Historic Trades. Responsibilities include:

- Develop and execute annual fundraising plans, including goals and benchmarks
- Research and identify prospective funders
- Build and maintain corporate partner / funder relationships
- Drafting fundraising appeals to individual and corporate donors,
- Prepare or oversee drafting of grant proposals to agencies and foundations,
- Generate and prepare fundraising reports
- Prepare mailing lists for donor communications, such as appeals and event invitations
- Lead execution of organizational fundraising and stewardship events
- Meet with donors and prospective donors / funders
- Develops face-to-face cultivation, solicitation and stewardship strategies for donors
- Responsible for donor communication / correspondence including gift proposals
- Supports production and distribution of donor mailings
- Oversee special fundraising projects as identified in collaboration with the VP
- Provide broad support for development efforts
- Work collaboratively with Campaign for Historic Trades team on identified goals
- Other duties as assigned

## **TO APPLY**

Send a cover letter summarizing your professional skills, relevant work experience, and interest in the preservation field along with your resume to [submit@presmd.org](mailto:submit@presmd.org) with the subject line *Development Manager*.

Applicants will be notified of the receipt of their cover letter and resume. Selected candidates will be contacted by Preservation Maryland to set up an interview. No phone calls, please. Preservation Maryland is an inclusive workplace that affirmatively values diversity in all its forms. We strongly encourage all qualified candidates to apply.

## **ABOUT PRESERVATION MARYLAND AND THE CAMPAIGN FOR HISTORIC TRADES**

The organization serves as the philanthropic partner of the National Park Service's Historic Preservation Training Center. This partnership, operating as a program called The Campaign for Historic Trades, allows the organization to support the advancement of historic trades training which can open pathways to successful careers for young adults and recent veterans. The Campaign for Historic Trades, a program of Preservation Maryland in partnership with National Park Service's Historic Preservation Training Center, is a national workforce development initiative working to address the systemic barriers to historic preservation trades training and to grow the trades workforce.

Founded in 1931, Preservation Maryland has been a leader in the preservation movement of the state and nation ever since. The organization's mission is the preservation of Maryland's historic buildings, neighborhoods, landscapes and archeological sites through outreach, funding, property redevelopment, advocacy, and workforce development.

Preservation Maryland achieves its mission through an expanding group of core programs. The organization provides leadership to a large coalition of individuals and organizations at the state, county, city, and community level that advocate for critical causes. Additionally, the organization hosts more than a dozen events, large and small, which provide training, award recognition, and professional development to historic communities and their leaders.

Preservation Maryland also leads Smart Growth Maryland, a dynamic program which advocates for state and local policy priorities that directs new public and private investment in keeping with the principles of smart growth. The organization partners with Maryland's leading historic preservation, environmental conservation, and land preservation organizations to help achieve this mission.

The organization makes flexible grants to support the preservation of Maryland history and historic properties in partnership with local nonprofit organizations, community groups and churches. A historic property redevelopment program allows the organization to take direct action to protect threatened historic properties through acquisition, loans, and partnerships.