

## **Casa del Herrero Development Director Job Description**

When visitors come to Casa del Herrero, or the “House of the Blacksmith,” they are transported back to Montecito in the 1920s and 1930s – the heyday of the original owner George Fox Steedman. Designed by George Washington Smith, the Casa is one of the finest examples of Spanish Revival architecture in America. It is included on the National Register of Historic Places, and maintains National Historic Landmark status in part due to its Moorish-style gardens created by Ralph Stevens, Lockwood de Forest, and Francis T. Underhill.

Today, the 11-acre estate functions as a nonprofit organization with the goal of preserving the house and grounds, as well as the Steedman family’s collection of fifteenth and sixteenth-century fine and decorative art objects from the “Golden Age” of Spain, books, sketchbooks, drawings, and horticultural records. Casa del Herrero is preserved and stewarded for the benefit of the community, and can be visited with advance reservations.

### Job Description:

Casa del Herrero is seeking a development director to maintain and grow the Casa’s comprehensive fundraising program. Responsibilities include providing leadership to ensure that the Casa’s fundraising programs are strong and progressively increasing, especially with respect to individual contributions, membership, the annual fund, institutional grants, and major and planned gifts.

This is a full-time (40 hours/week), exempt position reporting directly to the Casa’s executive director and includes a comprehensive benefits package.

### Essential Duties:

- Lead a successful development program that includes individual contributions, annual giving, major and planned giving, membership, donor relations, and corporate and foundation relations that results in annual income growth.
- Coordinate requests for major gifts for general operations, programs, special projects, and campaigns.
- Engage the Board of Trustees and top stakeholders in development outreach and growth of the Casa.
- Relate well interpersonally, work under pressure and meet deadlines; communicate in an outstanding manner both verbally and in writing; establish, maintain, and foster positive relations; enhance excellence in development programs and activities.
- Oversee and maintain grants calendar including the research and generation of grant requests to foundations and corporations, major funding requests to individual and family foundations, as well as progress and final reports on grants received. Oversee schedules and timelines, research new funding opportunities, and ensures all requests and reports are timely, accurate, and persuasive.
- Design and execute planned strategies for the identification, cultivation, solicitation, and stewardship of gifts from individuals.
- Assist the executive director in top prospect relationships in order to maximize philanthropic support for the Casa, raising gifts to meet identified fundraising priorities.
- Lend support to all Casa fundraising events.

### Knowledge and Abilities:

- Extensive knowledge of fundraising practices and protocols.
- Success in building relationships and stewardship with donors.
- Proficiency in Donor Perfect or similar donor-based software.
- Proficiency in Microsoft Office Suite.
- Outstanding written and interpersonal communication skills required.
- Prioritize functions and tasks related to fundraising programs; able to manage multiple priorities; exhibits good business judgment and common sense.
- Excellent organizational skills and attention to detail.
- Work independently and as part of a team to further the goals of the organization.
- Strong entrepreneurial spirit, hands-on, detail-oriented.
- High level of initiative, creativity, and energy.
- Strong professional ethics, discretion, and judgment.
- Work a flexible schedule including occasional weekends and evenings.

### Qualifications and Experience:

- Minimum of three years of relevant and increasingly responsible experience in annual and major gifts, capital campaigns, sponsorship and program management.
- Proven analytical, problem resolution and decision-making skills, coupled with the ability to create and execute realistic priorities in an emerging fundraising office.
- Demonstrated experience in building successful relationships with trustees, staff, volunteers, and donors.
- Knowledge of Santa Barbara fundraising climate preferred.
- Bachelor's degree.

### About Casa del Herrero

Casa del Herrero's mission is to maintain, preserve, and restore the house, furnishings, gardens, and history of the Steedman/Bass estate for the benefit of the community, visiting public, scholars, educators, and students.

### Applications

Please send a cover letter outlining interest and qualifications, resume, and contact information for three professional references.

Electronic submissions are required. All applications will be treated as confidential and references will not be contacted without the candidate's knowledge and agreement.

Please submit materials to Casa del Herrero Executive Director Jessica Tade at [tade@casadelherrero.com](mailto:tade@casadelherrero.com). Position open until filled.