

**Valley Forge Park Alliance
JOB DESCRIPTION**

JOB TITLE: Development Director
Reports to: Executive Director
Status: Part time position

SUMMARY: The Development Director, working in concert with the ED and Board of Directors, is the staff member responsible for providing vision, strategic direction, and management oversight to all aspects and areas of Development. S/he is responsible for leading a program that integrates a coordinated development program designed to increase philanthropic support for the Alliance's strategic initiatives. The DD embraces and effectively articulates the mission, vision and goals of the VFPA and VFNHP. S/he further perpetuates the collaborative working relationship that exists between the Alliance and the Valley Forge National Historical Park by ensuring that development activities fall within the scope of those allowed in accordance with NPS policy. The DD has direct responsibility for oversight of fundraising and development activities.

A. Essential Duties and Responsibilities include the following. (other duties many be assigned)

1. Oversee creation and implementation of the Annual Fund Plan per revenue source. This single guiding plan which outlines: persons responsible, volunteer structure and requirements, goals per source, cultivation, solicitation, and stewardship tactics and strategies, as well as timing for coordination of these efforts, will allow for a quick and accurate assessment of success per revenue source.
2. Oversee the successful realization of measurable goals and objectives for the function areas of: individual and membership giving, institutional giving, special campaigns, planned giving, and operational support from prospect research and database/systems utilization.
3. Engage in strategic thinking with the ED and Board members to prepare an annual fund "case statement for philanthropic support" of the Alliance and Valley Forge National Historical Park which succinctly identifies the purpose for which the Alliance exists and the reasons to make financial contributions.
4. Manage and maintain a portfolio of high level donors. These donors should have the highest level of capacity and giving history, and require attention.
5. With the input and guidance of the ED and Advancement Committee Chair, identify and recruit board members and others to Advancement Committee and coordinate their engagement.
6. Participate in Nominating Committee by identifying and overseeing research of possible candidates for board recruitment.

7. Provide on-going formal and informal reporting of all development efforts and results to the ED and Board of Directors.
8. Assist with conceptualization of new grant opportunities; write grants.
9. Oversee fundraising for capital projects in collaboration with the NPS.
10. Provide oversight for major fundraising events.
11. Oversee budget for areas of responsibility by tracking and reporting against objectives.
12. Ensure the effective and efficient management of all aspects of development efforts and data systems.

B. Qualifications and Requirements

1. Personal passion for the mission, principles, and values of the Valley Forge Park Alliance, and our approach to partnering and support of our National Park.
2. Bachelor's degree in related field.
3. Demonstrated success as an individual performer in a fundraising capacity, with demonstrated growth in funds acquired.
4. Proven experience cultivating, soliciting, and stewarding donors resulting in substantial gifts, \$50,000 and up. Willingness to make personal visits to large donors.
5. Familiarity and/or direct experience with all areas of fund development, including annual fund, major gifts, special events, grant writing, and planned giving.
6. Superior interpersonal, oral and written communication and presentation skills.
7. Familiarity and/or direct experience with board of directors and governance.
8. Exceptional networking, cultivation and relationship building skills
9. Excellent skills with office technology and information systems (including Google Apps, Word, Excel, PowerPoint) and Donor Perfect database.
10. Demonstrated ability to multi-task and work successfully in a fast-paced environment.
11. Ability to establish and monitor priorities, remain flexible, meet deadlines, and have fun.
12. Willingness to travel locally frequently, and availability for work on weekends and evenings as necessary.
13. Background check required.

C. Job Specifications:

While performing the duties of this job, the employee is sometimes exposed to outside weather conditions while traveling between offices. The position requires ability to work in an office environment, to move between buildings on uneven terrain, to occasionally lift up to 10 pounds and to do significant amounts of keyboarding. Must have a valid driver's license. We are an equal opportunity employer.

D. Salary and Benefits:

Commensurate with experience and other qualifications.

E. Application:

Send cover letter, resume and three (3) references to marie@vfparkalliance.org.

No phone calls, please.

Within you letter, please respond to the following:

1. Why is the mission of the Valley Forge Park Alliance of interest to you?
2. How do your experiences, personal strengths and leadership abilities prepare you for this position?
3. Describe a successful individual or corporate donor fundraising campaign with which you have been involved or provided a leadership role?

To be considered, Application must be received no later than 11pm on May 15, 2019.