



## **Development Coordinator**

Montgomery History, Rockville, MD

Montgomery History seeks a skilled and enthusiastic professional for the position of Development Coordinator. The successful candidate will be an integral part of our team and will work collaboratively to advance the organization's mission by helping to expand our base of financial support. They will have the opportunity to hone their skills and build a track record of success.

### **About Montgomery History**

Montgomery History collects, preserves, interprets, and shares the histories of all of Montgomery County's residents. To that end, we undertake the following activities:

- Operate the Jane C. Sween Research Library and Special Collections, the county's most comprehensive historical library;
- Manage the County's official government archives;
- Maintain a 10,000-item collection of historic artifacts;
- Deliver a wide variety of educational programming, both in-person and online, including the annual Montgomery County History Conference, the county's National History Day event, streaming History Conversations, and the award-winning Speakers Bureau;
- Operate the Stonestreet Museum of 19<sup>th</sup> Century Medicine on the campus of the City of Rockville's c. 1815 Beall-Dawson House; and
- Provide a home for the Harper Center for Suburban Studies.

Montgomery History's culture rewards personal initiative, hard work, and collegiality. People who take their work, but not themselves, seriously are especially encouraged to apply.

### **Responsibilities**

The Development Coordinator will report to and work closely with the Executive Director and the Development Committee of the Board of Directors. Responsibilities include:

- Prepare letters of inquiry, funding requests, and other materials to solicit funds from foundations, government agencies, businesses, and organizations.
- Oversee all aspects of donor solicitations, project-specific appeals, and the Annual Fund campaign.
- Produce timely donor updates and reports.
- Organize periodic donor cultivation and stewardship events.
- Research prospective individual donors, businesses, and foundations.
- Support the major giving program and efforts to secure planned gifts.
- Solicit donations of product and/or in-kind support from businesses and individuals.
- Ensure prompt and personalized gift acknowledgement and recognition.
- Develop and coordinate the production of promotional materials related to fundraising and program activities.

### **Requirements:**

- Bachelor's degree or equivalent;
- Impeccable writing skills;
- Highly organized, thorough, and detail-oriented;
- One to three years of professional development experience (may include time spent in internships and volunteer work);
- Organizational and time management skills;
- Proficiency in Microsoft Office, Wordpress, and social media platforms;
- Availability to work occasional evenings and weekends; and
- Creativity, inquisitiveness, flexibility, and good humor.

### **Preferred skills and experience:**

- Record of successfully raising funds using a variety of tactics including special events, corporate sponsorships, foundation proposals, and direct mail;
- Experience working with a donor database or customer relationship management (CRM) software;
- Experience working in a small nonprofit setting; and
- Knowledge of the history and culture of Montgomery County, Maryland.

### **To Apply**

This is a permanent, full-time position with occasional weekend and evening hours required. Because programs and events may be located throughout Montgomery County, access to reliable transportation is necessary. After an introductory period, working remotely 2-3 days per week will be encouraged. The starting salary will be \$50,000 to \$55,000 with ample opportunity for increases as the organization prospers. The benefit package includes health and dental insurance, paid vacation, Federal holidays, and sick leave.

To apply, please email your resume and a cover letter explaining why you are a good fit for the position to Matthew Logan, Executive Director at [info@MontgomeryHistory.org](mailto:info@MontgomeryHistory.org). Type "Application for Development Coordinator" in the subject line. No phone calls please. Selected applicants will be contacted for telephone and/or in-person interviews.

### **Equal Employment Opportunity**

Montgomery History is committed to providing equal employment opportunities to all applicants and does not discriminate against any employee or applicant for employment based on race, color, religion, creed, ethnicity, physical or mental disability, sexual orientation, sex, gender identity, family responsibility, pregnancy, genetic status or information, military or veteran status, or on any status protected by federal, state or local law.