



JOB TITLE:	Vice President, Advancement
EMPLOYMENT CATEGORY:	Full-Time / Salaried, Exempt (40 hours/week)
SALARY RANGE:	\$75,000 - \$85,000 (starting salary, subject to qualifications, plus bonus potential)
DATE UPDATED:	March 9, 2022
REPORTS TO:	President/CEO

POSITION SUMMARY

Historic Annapolis, Inc. (HA) is seeking a highly motivated, energetic leader for the position of Vice President of Advancement. This is an exceptional opportunity to join the senior management team at HA, the leading non-profit preservation and history organization in Annapolis, Maryland. HA's visibility has grown considerably in the past few years, and this position provides an opportunity for an individual to grow professionally alongside an impactful organization, making connections with our past to envision a better future for the entire community. It is an exciting time of growth and change in the history of our organization, and we invite you to consider joining the leadership team at Historic Annapolis.

This full-time exempt position is based in our executive offices at Shiplap House (c. 1715), steps from City Dock in the heart of the Annapolis Historic District. The position offers a competitive salary, commensurate with experience, and a generous benefits plan which includes paid leave, holidays, and health coverage.

This position serves a critical role by leading HA's Development and Marketing Department. The VP of Advancement will work closely with the President/CEO and Board of Trustees in developing and implementing an integrated long-range fundraising strategy to meet revenue goals, to include campaign priorities, major gifts, planned giving, annual giving efforts, and membership. The VP of Advancement is also responsible for supervising marketing activities.

The ideal candidate will have a passion for our organization and mission, possess superb verbal and written communication skills, and bring a proven ability to expand the donor base and grow overall donor contributions as part of a diverse and sustainable fundraising plan.

ABOUT HISTORIC ANNAPOLIS

The mission of Historic Annapolis is to *Preserve* and *Protect* the historic places, objects, and stories of Maryland's capital city, and provide engaging experiences that *Connect* people to the area's diverse heritage. HA serves as a steward of a dozen historic buildings for the State of Maryland, operates multiple historic house museums, advocates for historic preservation, and is currently engaged in an extensive, state-of-the-art restoration of a National Historic Landmark. For more information, please visit our website at annapolis.org.

MAJOR RESPONSIBILITIES

- Lead the Development and Marketing Department and direct the organization's fundraising, campaign, and marketing initiatives.
- Create and implement the organization's comprehensive development plan that includes individual solicitations (annual giving and major gifts), corporate sponsorships, membership and planned giving programs, and corporate, foundation and government grants. Support the President/CEO on all cultivation efforts for major fundraising initiatives.

- Refine and execute the organization's strategic approach to fundraising and marketing priorities, setting and achieving measurable revenue goals, in partnership with the President/CEO and Board of Trustees.
- Develop and oversee the organization's comprehensive marketing plan, with support provided by the Development Outreach Director, to promote HA programs and exhibits.
- Prepare and direct preparation of campaign and annual giving materials, including cases for support, donor communications, and stewardship acknowledgements.
- Develop and oversee strategy for prospect management, to include methods for identification, cultivation, and solicitation of donors, and drive efforts to broaden the donor base and revenue streams. Oversee the development and implementation of an effective and creative stewardship program aimed at cultivating deeper ties with donors of all levels.
- Administer major gift campaign, to include stewardship, cultivation, and recruitment of donors in conjunction with the President/CEO. Monitor and measure progress toward funding priorities and timetable.
- Implement strategies to further establish and strengthen planned giving program.
- Support President/CEO with state funding requests and processes, including attending legislative session hearings, in conjunction with the Development Outreach Director.
- Serve as direct supervisor to the Development Outreach Director and Weddings and Special Events Director.
- Other duties as assigned by the President/CEO and/or at the request of the Board of Trustees.

DESIRED QUALIFICATIONS

- Bachelor's degree in museum administration, business management or related field required, or equivalent combination of education, training, and experience; Master's Degree preferred.
- Proven track record in securing successful major gifts and general fundraising.
- A minimum of five years (5) of experience in similar senior level position(s).
- Demonstrated understanding of and commitment to the mission and philosophy of Historic Annapolis.
- Ability to develop relationships with existing and prospective donors and partners.
- Excellent donor stewardship philosophy and skills required.
- Excellent supervisory, analytical, writing, and organizational skills.
- Experience in budget management, strategic planning, fundraising and marketing required.
- Demonstrated ability to use data and CRM systems to set fundraising strategy and priorities, measure outcomes, and drive superior performance.
- Ability to perform multiple tasks at once with attention to detail.
- Willingness and ability to function as a team player, including working a flexible schedule, including occasional evenings and weekends, to accommodate the needs of Historic Annapolis.

ADDITIONAL INFORMATION

Historic Annapolis offers a competitive benefits package, including medical and retirement benefits. The work environment will fluctuate between an office setting to meetings outside of the office and outdoor events. The job is not incredibly physically demanding, but the candidate may need to be on his or her feet during events.

EQUAL OPPORTUNITY EMPLOYER

Historic Annapolis is an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, color, religion, age, sex, marital status, national origin, physical or mental disability, familial status, genetic information, gender identity or expression, sexual orientation, or any other characteristic protected by state or federal law.

Interested applications should submit a cover letter and resume, including salary requirements, to Ms. Lucy Mikhailova at lucy.mikhailova@annapolis.org by April 15, 2022.