DIRECTOR OF DEVELOPMENT (FULL-TIME/EXEMPT) $80,000 - $85,000

ORGANIZATION BACKGROUND

Harriet Beecher Stowe (1811-1896) published more than 30 books and wrote extensively about issues pertaining to racism, women and gender, religion, and domestic life. Her best-selling anti-slavery novel Uncle Tom’s Cabin is complicated and controversial. It galvanized public sentiment about abolition, but its title character is more closely associated today with a term for a race traitor. The inequities Stowe wrote about persist and provide the foundation for the Stowe Center’s programming.

The Harriet Beecher Stowe Center preserves and interprets Stowe’s Hartford home and the Center’s historic collections, promotes vibrant discussion of her life and work, and inspires commitment to social justice and positive change.

Stowe’s 1871 home is a National Historic Landmark and the Stowe Center is accredited by the American Alliance of Museums. Our $1.5M operating budget is derived from diverse sources that include earned income, foundation and government grants, contributed income, and income from our endowment.

In 2018, the Stowe Center completed a $3.3 million renovation of Stowe’s Hartford, Connecticut home, including interior renovations, and a redesigned tour. The Stowe Center was recognized for this project with an Award of Merit from the American Association of State and Local History and has become a national model for historic house interpretation for the way it engages visitors in discussion about the history of slavery and racism.

With seed support from the National Endowment for the Humanities and two state bonds, the Stowe Center is now embarking on projects to support accessibility and enhance community and programming use, particularly of its park-like grounds and its nationally significant collections. The Director of Development will play a key role in bringing these projects to fruition, as well as building philanthropic support for annual operations and the ongoing sustainability of the institution.

Learn more about the Stowe Center at https://www.harrietbeecherstowecenter.org

The Stowe Center is committed to affirmative action, equal opportunity, and the diversity of its staff. The Harriet Beecher Stowe Center is an equal opportunity employer. Women, members of protected classes, and individuals with disabilities are encouraged to apply.

POSITION DESCRIPTION

The Director of Development works closely with the Executive Director, Board of Trustees, staff, volunteers, and other key stakeholders to cultivate giving from individuals, foundations,
corporations, and government sources and to ensure that development activities are deeply embedded within the mission, work, and culture of the museum.

The Director guides the fundraising efforts of the Board, works closely with senior management and museum staff to achieve fund-raising goals, and is responsible for developing and implementing strategies that increase, diversify, and sustain philanthropic support. The Director provides direction for grant proposals.

The Director of Philanthropy reports to the Executive Director and is a member of the Management Team.

**ESSENTIAL RESPONSIBILITIES**

**Fund Development and Fundraising Campaigns**

- Develop and implement a comprehensive and effective development strategy that increases financial support for the Harriet Beecher Stowe Center.
- Manage the overall activities of the department, including the annual fund, membership, major gifts, special events, grants, sponsorships, and other activities.
- Work with the Management Team to identify programmatic, capital and operating funding needs, preferred funding targets, and approaches.
- Support and partner with the ED, Board, and Stowe Center directors and staff to build an organization-wide fundraising culture.
- Manage fundraising campaigns, including donor cultivation, solicitation, stewardship, recognition, and engagement.
- Engage a wide variety of people, corporations, and foundations to develop, sustain, and deepen relationships with the Stowe Center.
- Support and manage the development committee and other volunteer fundraising activities.
- Build a major gifts program including identifying, cultivating and soliciting major donors.
- Strengthen corporate fundraising efforts to support initiatives and needs.
- Develop and implement a robust planned giving program.
- Oversee and strengthen the annual fund campaign.
- Maintain an annual calendar of current and prospective supporter engagement “touch points” and facilitate their execution.
- Support and advise grant research, proposal development, tracking and reporting.
- With support from outside consultant, manage the cocktail reception and dinner components of signature Stowe Prize Day and other special events.

**Administration, Monitoring, and Reporting**

- Oversee the maintenance of donor records and databases (currently in Altru).
- Supervise all data entry, including gift processing, donor acknowledgement, and membership fulfillment.
- Collaborate with the finance team in the forecasting and tracking of contributed revenue and expenses.
- Manage department budget.
- Ensure that all development activities happen in a timely, efficient, and ethical manner.
- Prepare monthly fundraising report for Executive Director, Management Team and the Board.

Other Duties

- Train and support Trustees as they take on a more active fundraising role.
- Participate fully in the organization’s events and other community events relevant for Stowe Center.
- Carries out ad hoc duties, as needed.

QUALIFICATIONS

- Bachelor’s Degree required.
- Minimum seven (7) years of demonstrated success in planning, managing, implementing, and securing funds, especially major gifts.
- Supervisory and management experience.
- High degree of computer literacy, including ample experience with CRMs.
- Outstanding project management and organizational skills, with the necessary attention to details to drive complex, multi-faceted projects forward and on time.
- Advanced problem-solving and decision-making skills and the ability to handle a high-pressure environment with multiple deadlines.
- Excellent verbal and written communications skills.
- Ability to work autonomously and in a team setting.
- Highly positive and enthusiastic style; capable of motivating others.
- Experience working in an urban community with a diverse population.
- Donor-relation oriented.
- Able to work flexible schedule.
- Commitment to the Stowe Center’s mission.

Must be flexible, adaptive, have good judgement, commitment to HBSC mission, exhibit grace under pressure, positive attitude, and honesty, have ability to produce and analyze data, strong interpersonal skills, interest in history, and commitment to social justice, diversity, and inclusion.

COMPENSATION: Salary: $80,000 - $85,000, plus benefits

HOW TO APPLY: Applicant should submit cover letter, resume and three professional references.

77 Forest Street Hartford, CT 06105 • 860.522.9258 • www.HarrietBeecherStowe.org
Address your letter to Karen Fisk, Executive Director. Applicants are subject to a background check.