



Job Announcement Lake Forest-Lake Bluff Historical Society

The Lake Forest-Lake Bluff Historical Society seeks a part-time Director of Development to develop and coordinate fundraising activities for this vibrant community organization. This is a new position for the Historical Society and offers a unique opportunity to establish a comprehensive fundraising program and to institute the organization's first capital campaign. The Director of Development reports to the Executive Director and will work closely with the Board of Directors to expand the fundraising capacity of the Historical Society.

Responsibilities include:

- Create and grow a major gifts program for the Historical Society.
- Create and manage an effective stewardship plan for donors to the Historical Society.
- Manage the annual appeal program and implement steps to increase contributed revenues.
- Manage the membership program including the annual renewal solicitation.
- Manage the donor/membership database and implement a donor tracking program.
- Engage the Board of Directors and other volunteers in targeted fundraising activities.
- Act as staff liaison to the special events committee for the annual Local Legends fundraising event.
- Formulate and oversee the annual operating plan and budget for major gifts, annual giving, membership, and special events.
- Develop communications with members, donors and friends of the Historical Society such as the newsletter, electronic communications, and social media updates.

Additional responsibilities for a capital campaign (anticipated in 2013) include:

- Work with campaign planning committee, Executive Director, and consultants to create and execute multi-year plan to support organizational expansion into new facility.
- Develop materials for donors and potential donors to communicate the organization's vision of an expanded facility.

Requirements:

Bachelor's degree and experience in broad areas of development including membership, major gifts, data management, budget administration, and communications. Track record of accomplishment as a successful major gifts fundraiser, including the identification, solicitation, and stewardship of high-capacity donors. Excellent verbal and written communication skills and presentation skills. The ideal candidate shall have familiarity with the Lake Forest and Lake Bluff community, including its historic significance. This is a part-time position, 22 hours (primarily on Tuesdays, Wednesdays and Thursdays) plus occasional evening and weekend hours. Salary commensurate with experience.

Send resume and cover letter to Janice Hack, Executive Director at jhack@lflbhistory.org.

Posted January 2012. Position is open until filled.