****

**Director of Development**

**Friends of the Cabildo**

**New Orleans, Louisiana**

Do you have a passion for education, history, and Louisiana culture? As Director of Development for the Friends of the Cabildo (FOC), you’ll have the opportunity to grow our existing philanthropic development program, building relationships and raising funds for educational and cultural programming, advocacy efforts, and the sustainability of the FOC itself.

The Friends of the Cabildo (FOC) is an independent nonprofit organization that works with the Louisiana State Museum (LSM) to enhance and sustain the Cabildo and all LSM museums in New Orleans (The Presbyterè, The New Orleans Jazz Museum at the Old U.S. Mint, The 1850 House, and Madame John’s Legacy) as a high-quality, nationally recognized educational, historical, and cultural resource. In its 65 years, the organization has grown to a statewide membership, providing financial support to the museum for various exhibits, educational programming, and other priority projects. Annually, approximately 40% of the more than $500,000 FOC budget is funded via philanthropic giving. The FOC also has an endowment of approximately $500,000. Other revenue streams for the FOC include memberships, tours, and a gift shop.

Friends of the Cabildo (FOC) has a strong catalogue of daily, monthly and annual events which provides a pipeline for prospect identification and donor cultivation and stewardship. In the past year, the FOC created a Zoom-delivered member lecture series, providing the opportunity for speakers, authors, and historians from around the country to share knowledge from their research and published works. This also expanded the opportunity to share the FOC mission outside the Greater New Orleans area, creating a new pool of prospective donors as this strategy will continue into the foreseeable future.

In our 2018 strategic plan, a need was determined to increase our focus on individual giving, which will include major and planned giving responsibilities, in addition to a year-end campaign and special giving days (such as Give NOLA Day). We are seeking an entrepreneurial-minded individual to build a development strategy which will increase the impact of our programming in the Greater New Orleans area and beyond. The ideal candidate will embrace flexibility and creativity in a work culture.

The director will work in close partnership with our Executive Director, our Board of Directors members, and with the Louisiana State Museum’s (LSM) Director and museum staff. Your duties will include planning, organizing, and directing all FOC Fundraising efforts in support of the LSM, including annual fundraising campaigns, fundraising events, and funding from grants and corporate partnerships.

This position reports directly to the FOC Executive Director and works closely with the Board Chairperson and other volunteer leadership to execute a successful philanthropic development plan. Also on the team are our Volunteer and Membership Manager, and our 1850 House Store Manager, who provides social media and graphic design support to the staff. FOC also will provide the resources of a fundraising consultant to assist the director in development of the philanthropic plan, and contract assistance in grant writing.

**Responsibilities**

* Develop a three-year philanthropic plan for fundraising and membership, with a focus on increased individual giving opportunities.
	+ This includes but is not limited to: digital fundraising, year-end campaign, special giving days, major gifts, endowment giving, and planned (legacy) giving.
	+ Additionally, an assessment of existing fundraising events and proposal/development of new events as appropriate will be included.
	+ Provide oversight to grants process on a federal, state, and local level, collaborating with grant writing professionals to manage process.
* Develop prospect portfolios for the Executive Director and Development Director positions, implementing individual giving strategies for identification, cultivation, solicitation, and stewardship of prospects and donors.
* Develop and maintain a donor relations program, which includes acknowledgement, engagement, recognition, and stewardship of donors and their philanthropic investments.
* Review existing and develop new communication and marketing materials as needed to support philanthropic development efforts, including but not limited to: case for support, donor proposals, solicitation and acknowledgement letters, and fundraising event materials.
* Collaborate with staff managing FOC social media accounts to provide related content to philanthropic giving, including but not limited to: special event promotion, donor impact stories, and special campaign solicitations.
* Manage volunteers, especially the FOC Board development committee, as needed to execute the philanthropic development plan.
* Attend museum events and other community events to represent the FOC.
* Provide reports to the FOC Board of Directors at monthly meetings, and an annual comparison for the Annual Meeting (typically held in May).
* Work with the Executive Director, FOC treasurer (board volunteer), and accounting staff on a regular basis concerning fundraising efforts to ensure accuracy of reporting.

**Qualifications**

* Exceptional oral, written, and interpersonal communication skills, particularly to articulate the mission and case for support of the FOC and LSM.
* Experience in all stages of the donor life cycle: prospect identification, cultivation, solicitation, and stewardship, both directly and in managing volunteers’ collaboration with staff in these efforts.
* Experience in maintaining confidentiality of prospect and donor information, as well as other sensitive information
* Demonstrated organizational skills to self-start and manage multiple projects, including collaboration with staff and volunteers while maintaining a spirit of teamwork and positivity.
* Enthusiasm for the mission of the FOC and LSM.
* A bachelor’s degree and a minimum of five years’ experience in nonprofit philanthropic development, with a preference for experience in museum fundraising or other hospitality-based philanthropy.
* Ability to work a flexible schedule, including evenings and weekends as needed for donor visits and fundraising/community events.
* Proficiency in donor customer relations management software in tracking donations, prospect activity, and other related information to philanthropic giving (Salesforce experience preferred).
* Preference for experience working with federal, state, and local governmental agencies, foundations, and corporations which fund endeavors in the art, humanities, history, and educational programming.

**Compensation**

The salary range for this full-time position is $75,000 to $90,000. Benefits are also provided and include: medical and dental insurance, 401(k), vacation and personal time off, and parking.

**Applications**

Submit cover letter and resume to Jason Strada, Executive Director: jason@friendsofthecabildo.org.