



Director of Development

Canterbury Shaker Village is dedicated to preserving the 200-year legacy of the Canterbury Shakers and providing a place for learning, reflection, and renewal.

Overview

The Director of Development for Canterbury Shaker Village is the organization's primary staff fundraiser and creates, deploys, and evaluates the organization's development activities. Duties include management of the day-to-day development program of the Village, partnering with the Executive Director, Development Committee, and Board of Trustees and Corporators, to ensure the successful achievement of all development goals. The Development Director also serves as a key solicitor and will spend considerable time working directly with donor prospects and making solicitations, some in collaboration with Trustees and others as appropriate.

This position will report directly to the Executive Director of Canterbury Shaker Village and will be supported by the Development & Marketing Coordinator.

Key Responsibilities

- Build a culture of philanthropy and donor stewardship throughout the institution including the Board of Trustees, Corporators and staff.
- Create and implement a comprehensive development plan which defines strategies and goals for annual fund, special campaigns, major gifts, special events, corporate partnerships, and foundations.
- Evaluate current development efforts including database, ROI and written materials in order to create short and long-term development plans. Such an evaluation will include a review of role and responsibilities of Board of Trustees, Development Committee, and ad hoc committees in building relationships with donors and potential donors going forward.
- Establish a process and oversee the ongoing identification, cultivation, solicitation, acknowledgement, and stewardship of donors (including foundations), who will support the work of the organization.
- Prepare actionable steps to implement and achieve success within the development office. This includes direct mail solicitations, targeted case statements for special projects, as well as sponsorship opportunities throughout the year.
- Assist the Executive Director in creating the annual report.
- Champion a relationship-based focus across development practices.
- Manage the data collection and data management process, ensuring data is used to inform philanthropy practices; use metrics to inform wise decision-making.
- Oversee special fundraising events of the organization, including managing volunteer (Board and donors) engagement opportunities surrounding the events.

- Work in close partnership with Executive Director and Board of Trustees in all development-related activities.
- Serve as liaison and overall facilitator for the Board-level development committee.
- Ensure recognition of all donors in a prompt, proper, and respectful manner.
- Development efforts will lay the groundwork for an expected capital campaign next year.

Requirements

The ideal candidate for the Director of Development should be a confident, successful professional with a proven track record of building strong and productive relationships with donors and prospects. An individual who can create as well as execute plans, activities, and results is of prime importance. Evidence of setting, meeting, and exceeding annual ambitious revenue goals is essential. Experience in engaging members of the Board of Trustees, Development Committee, and other volunteers in various development efforts is necessary. Knowledge of and experience in designing and implementing a successful capital campaign plan is a plus.

- 5-10 years of professional experience in a nonprofit organization with proven success in a development role. An equivalent combination of education and experience may be considered.
- Excellent written and verbal communication skills.
- Ability to influence and engage a wide range of donors and foster long-term relationships.

History & Values of Canterbury Shaker Village

Canterbury Shaker Village, established in 1792, has played a prominent role in the history of the United Society of Believers, commonly known as the Shakers, the most long-lived and successful of the several American utopian experiments of the 19th century. Designated a National Historic Landmark in 1992, Canterbury Shaker Village's 700 acres of land includes 26 historic buildings, gardens, orchards, a community cemetery, trails, stone culverts and walls, and a chain of manmade ponds that powered a range of industries, including some that derived from the Shakers' own inventions. The Village's cultural landscape and historical legacy is of national significance and of high educational and aesthetic value to the American people.

- Community grounds us in basic kindness and respect for all, welcoming and celebrating divergent beliefs and traditions. *"We make you kindly welcome."*
- Simplicity keeps us focused on what is most essential, with an overriding spirit of humility in all we do. *"'Tis the gift to be simple, 'tis the gift to be free."*
- Innovation guides creative problem solving and continuous improvement in our stewardship of the Village and our service to others. *"Do all your work as if you had a thousand years to live and as you would if you know you must die tomorrow."*

Starting salary: \$80k plus medical benefits, a retirement benefit option, flexibility, and PTO.

To Apply

Submit a cover letter and resume to Connie Roy-Czyzowski at croyczyk@gmail.com. Please note **Canterbury Shaker Village** in the subject line of your email.

(2/10/2022)