

# HISTORICAL SOCIETY OF CENTRAL FLORIDA

Updated July 2018

Application Deadline: Posting Opens: 7/30/2018

Posting Closes: 8/15/2018 (posting subject to close without prior notification)

Salary: \$ 24.50 per hour (\$50,960 annually) with full benefits

Address: 65 East Central Blvd, Orlando, FL 32801

Position is Non Exempt

If interested, email Resume to Sharon.Early@ocfl.net

## Development Manager

### Job Description

The Historical Society of Central Florida is a 501(c)(3) nonprofit organization that oversees the Orange County Regional History Center, located in Downtown Orlando, Florida. The Historical Society exhibits collections and preserves the regional history of Central Florida. As a Smithsonian Institution affiliate, the Center secures world class traveling exhibits that appeal to a wide range of the community. Generating funding for multiple programs including exhibits, education, artifact acquisition and events are key to the success of this partnership and the ability to provide quality attractions to the public.

The Development Manager will be a key member of the team working to support the Historical Society's overall mission. The successful candidate will effectively cultivate current and new relationships to build the History Center's visibility and financial resources.

Reports to: Executive Director

The Development Manager is responsible for successfully completing the full range of activities required to expand and strengthen funding for the organization through writing an increasing number and magnitude of grants, widen a base of targeted appeals and increasing the results of the annual campaign.

#### DUTIES AND RESPONSIBILITIES:

- Work with the Executive Director and board members on all fundraising initiatives
- Develop and implement a development strategy for the Historical Society
- Research grant and foundation opportunities and coordinate and write all Historical Society grants
- Research and cultivate sponsorships for major exhibits, programming, and fundraising events
- Initiate and sustain donor and member contact and support
- Oversee the Society's membership program
- Track donor information, provide reports to board of directors as necessary

**65 E. Central Blvd., Orlando, FL 32801 • (407) 836-8500 •**

**[www.thehistorycenter.org](http://www.thehistorycenter.org)**

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## REQUIRED KNOWLEDGE, SKILLS, AND PERSONAL QUALIFICATIONS

- 2-plus years of professional experience in a nonprofit organization, demonstrated success in a development function
- Previous experience cultivating existing donor relationships
- Excellent communication and presentation skills
- Previous experience supporting a membership organization
- Ability to work with the Society's ALTRU membership-based software
- Bachelor's degree required, Master's preferred
- A passion for the Historical Society's mission in essential

Further, the Development Manager works with all other team members to accomplish department goals and objectives set for the year including all related reports and funding records.

The above description and qualifications are not all-inclusive and represents a majority of the key responsibilities of this position. Other duties may be assigned in the course of activities as required to fulfill the directives of the development and strategic plan or as designated by executive staff.

\*Final Candidates must pass a background check, must be able to live and work in the United States and may be required to pass a drug test.