

Mount Rushmore Society

### Reports to Executive Director

**Do you have a passion for Mount Rushmore? Do you have professional fundraising and membership experience that would help support education and projects? The Mount Rushmore Society seeks a charismatic and professional Director of Development to guide the organizations efforts in cultivating and growing a strong donor and membership base which will result in a successful annual and multi-year fundraising campaign.**

**The Director must be results-oriented and will serve as the primary contact for donors. Providing vision, experience, and enthusiasm, the Director will be entrusted with the goal of raising \$2 million for projects over the next 2-3 years. He or she will also be responsible for developing a planned giving program in that time frame.**

### Principal Duties Include:

This position will work closely with the Executive Director and board of directors in developing strategies to meet the Society's fundraising and membership goals which support the strategic plan of the Mount Rushmore Society and National Park Service. This person will develop and implement effective and creative long and short-term plans for Society and Mount Rushmore Institute fundraising efforts including but not limited to attracting donations, corporate stewards, community partner development, donor and membership cultivation efforts.

### Job Description:

To generate funds through various activities with goal of annual growth, measurable by increased revenue and increased volunteer support. Fundraising is necessary to support priority Society and NPS programs and projects as determined by the executive director and long-range planning documents as developed by the board of directors. The Development Director will plan, organize and promote activities that exemplify and enhance the mission of the Society and the National Park Service. Expand fundraising results of membership activities; engage visiting public as appropriate for project funding and involvement; capitalize on corporate partner opportunities. Enhance donor and volunteer opportunities; work closely with Executive Director and Communication Director to coordinate fundraising and outreach efforts.

### Required Experience:

1. Five or more years of professional fundraising experience; designing, directing and participating in successful membership and fundraising efforts and events.
2. Ability to persuade and motivate others; successful experience in donor relationship management and major gift solicitation.
3. Excellent written and oral communication skills; ability to work independently, manage multiple tasks and implement projects from start to finish.
4. Demonstrated proficiency and experience with Raiser's Edge fundraising software preferred; strong computer skills.

5. Ability to travel as needed for special appeals, events, donor relationship management.
6. Demonstrated ability to initiate, analyze, monitor, evaluate, and advance strategic fundraising plans. Experience with budget management and demonstrated ability to significantly increase revenues over time.
7. Bachelor's degree required.
8. Commitment to Mount Rushmore National Memorial and the mission of the Society.

**Essential Functions:**

Develop draft fundraising plans, goals, budgets for review by executive director. Manage the project calendars for fundraising campaigns, materials and events. Identify and execute new fundraising campaigns. Raise additional gifts above membership dues.

Provide direction and oversight of all membership and donor transactions.

Coordinate and implement planned giving opportunities.

Determine resources, partners, volunteers needed and consult with executive director to implement plans to successfully meet funding goals.

Identify appropriate grants for defined projects and write or coordinate proposals. Where matching funds are needed, consult with executive director for possible board approval or budget determination.

Oversee Mount Rushmore Institute curriculum in coordination with executive director and board. Manage the Institute board meetings, minutes, budgets, etc. Guide the Institute board toward its mission through the development and implementation of successful partnerships and programs

Identify new major gift prospects; work closely with staff and board to be sure appeals clearly articulate needs, that donor stewardship reflects level of giving, and that donors are thanked and informed of how their gifts are used.

Ensure that appropriate technology is utilized to deliver services in a timely and cost-effective manner (e-newsletters and updates, on-line sources, retail outlets, and other giving opportunities.)

Coordinate activities of volunteers for strategic plan goals and fundraising campaigns.

Organize and coordinate appropriate committee meetings. Attend appropriate meetings; prepare notices, agendas and minutes for specified committees.

Ascertain fundraising development and information needs; work with executive director to develop budget and work with Communication Director to create materials to suit. Cultivate members through information for potential volunteer activities and donor opportunities. Work with membership committee to revitalize Society membership participation and giving opportunities.

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**Other Functions:**

1. Advising Executive Director and performing other duties as requested.
  2. Occasional exposure to high pressure situations; will be faced with the need to prioritize and accomplish many tasks simultaneously.
  3. Occasional travel and weekend work required.
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## **Salary**

**Employee start date:**

Immediate

**Starting Salary:**

\$ DOE

**Hours/Week:**

40-50

**Benefits Include:**

Health Insurance,  
Holidays, Sick Leave,  
Vacation, Simple IRA