



Historic Oakland Foundation (HOF) is a 501(c) 3 nonprofit founded in 1976 as the “friends of” group for Oakland Cemetery. Our mission is to partner with the City of Atlanta to preserve, restore, enhance, and share Oakland Cemetery with the public as an important resource and an island of tranquility in the heart of the city. Oakland Cemetery is a garden oasis, historical repository, community resource, and leader in restoration and cemetery interpretation. In November 2021, HOF publicly announced the \$12,500,000 *Living History* capital campaign to make the single ever largest investment in historic Oakland Cemetery. Learn more at: [www.oaklandcemetery.com](http://www.oaklandcemetery.com)

HOF is accepting applications for the post of a Senior Director of Development. This position will devise and execute a development plan that will raise sufficient funds to support the mission of HOF through memberships, grants, and major gifts and will include strategies for working with individuals, corporations, foundations, and government sources. In addition to overseeing all fundraising and development activities of Historic Oakland Foundation, this role will guide the organization, in collaboration with the Executive Director and as part of the senior leadership team (which currently includes the Senior Director of Capital Projects and the Senior Director of Experiences and Engagement), through an expansive period of growth driven by the 1899 Bell Tower rehabilitation and the new Visitors Center construction that will provide significant opportunities for philanthropic and earned revenue and community-centered expansion and diversification.

This position reports to the Executive Director and is responsible for supervising the Development Coordinator. It is our expectation that in the next two-five years HOF’s Development department will correspondingly grow alongside the organization’s growth, the right candidate will lead and shape that growth alongside the Executive Director.

#### **Responsibilities & Duties:**

- Devise, implement, and monitor a comprehensive development plan and timeline to achieve or exceed budgeted goals including plans for targeting, cultivation, solicitation, and stewardship of all donors and prospects. Pay special attention to cultivating particular constituent groups, including descendants, volunteers, new HOF members, etc. With Executive Director and/or board members, conduct cultivation and solicitation visits;
- Direct the grant proposal process: maintain pipeline of grant opportunities and deadlines; help strategize approach to funders; write and edit proposals, ensuring they are submitted on time; prepare for and participate in site visits with funders; write and submit reports to funders as required;
- Oversee development and growth of Bell Tower Society for donors who give \$1,000+ annually. Monitor levels of giving by members in order to plan for the addition of new giving circles within the Bell Tower Society for donors who meet other suggested levels (i.e. \$5,000 annually);
- Coordinate Board development activities and produce monthly fundraising and membership reports for same. Help Board members engage in the fundraising process;
- Assist the Executive Director and Board Executive Committee with conducting annual board giving campaign with 100% participation goal for Board of Trustees;
- Secure sponsorships and manage relationships with sponsors to fully participate in special events;

- Develop and manage the development expense and revenue budgets that reflect the development plan and other campaigns and expenses in collaboration with Executive Director;
- Plan and execute year-round mailings to donors (i.e. accomplishments letter, year-end appeal). Coordinate all mail appeals with respect to monthly membership renewal letters prepared and mailed by Development Coordinator;
- Support the Development Coordinator in efforts to:
  - Ensure benefits of membership are extended to all members and plan annual cultivation and stewardship events for members;
  - Increase HOF membership, encourage active participation of members, and achieve maximum financial support. Coordinate, track, and evaluate membership and renewal activities.;
  - Develop membership marketing and promotional materials, including welcome kits, membership cards, and other collateral, in collaboration with the Marketing and PR Manager. Develop and oversee exhibit details for special events, including membership materials, informational brochures and signage;
- Represent HOF by participating in external communications, including supporting the PR & Marketing Manager with the preparation of newsletter content, magazine articles, website information, brochures, and other written materials. Ensure fundraising messages are part of all HOF communications as appropriate;
- Working with the Executive Director, Senior Director of Capital Projects, and Senior Director of Experiences and Engagements, lead the 1899 Oakland Bell Tower rehabilitation (2022) and the construction of the new Oakland Visitors Center (2022-2023) to expand and diversify HOF's community presence and audience, programmatic offerings, and revenue streams;
- Conduct all work through the lens of elevating diversity, equity, inclusion, and access (DEIA), and play a central role in guiding the organization through a sustained period of organizational change whereby DEIA becomes the default lens through which all organizational attitudes and actions are conducted;
- Work proactively and collaboratively to support initiatives that rely on the department's resources;
- Responsible for establishing a culture of excellence, professionalism and positivity in the department, and ensuring that employee training, recognition and other performance management programs and tools, including appropriate performance and impact measurement indicators, are in place within areas of responsibility, and, in partnership with the Executive Director, and other leaders, that appropriate trainings are developed, implemented, and effective organization-wide;
- Must be available to work evenings and weekends, as needed, to ensure the successful development and implementation of all Historic Oakland Foundation activities and programs.

**Required Qualifications:**

- Bachelor's degree from an accredited college.
- 5-10 years of progressive work experience and demonstrated success in nonprofit fundraising.

**Desired Competencies:**

- Ability to manage donor databases; Sales Force experience a plus.
- Ability to work effectively with business, government, foundation, non-profit, and neighborhood organizations.
- Capital campaign experience/knowledge.
- Experience with membership programs/software.



**Desired Characteristics:**

- Flexible and works well under pressure and deadlines.
- Curious, motivated, and self-directed.
- Strong administrative and organizational skills and attention to detail and ability to multi-task.
- Strong interpersonal skills and ability to work with a diverse group of individuals, including (but not limited to): all levels of staff, board, volunteers, members, donors, and community stakeholders.
- Superior oral and written communication skills.

The person in this position ascends/descends stairs to access office space and resources and may occasionally lift boxes and equipment up to 15 pounds.

**To Apply:**

Interested applicants should email their letter of interest and resume to Richard Harker, Executive Director, at: [rharker@oaklandcemetery.com](mailto:rharker@oaklandcemetery.com) with the subject line "Senior Director of Development".

**Position Classification:**

This position is full time exempt. Salary is \$60,000-\$80,000 annualized, commensurate with experience. HOF offers health benefits and contributes 60% of the employee's premium, a competitive PTO package, and this position is eligible for performance-related bonuses.

**Additional Information:**

The statements contained in this position description are not necessarily all-inclusive; additional duties and responsibilities may be assigned and requirements may vary from time to time.

Professional business references and a background check will be required for all final applicants selected for a position. In accepting a position, it is understood that continued employment is contingent upon a satisfactory background check. A satisfactory background check is the absence of a criminal record that bears a demonstrable relationship to the applicant/employee's suitability to perform the required duties and responsibilities of the position.

Historic Oakland Foundation is committed to providing equal employment opportunity to all applicants and employees in full compliance with all state, federal, and local laws prohibiting discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, genetic information, age, disability, or any other status protected by applicable law.

Historic Oakland Foundation is not currently accepting resumes from agencies for this position.