



CALIFORNIA  
HISTORICAL  
SOCIETY since 1871

## Director of Development

8/20/19

### The Position

The California Historical Society (CHS) is seeking dynamic candidates for the position of Director of Development. Reporting to the Executive Director, the Director of Development is a key leader in the organization, providing guidance and vision for fundraising and organizational advancement initiatives, working to strengthen relationships with donors, members, the public and constituent groups, and playing an active role in the governance and planning of the organization.

### About Us

The California Historical Society (CHS) is a non-profit organization with a mission to inspire and empower people to make the state's richly diverse past a meaningful part of their contemporary lives in order to create a more just and informed future. Founded in 1871, CHS maintains a premier collection of original materials documenting the history of California from the Spanish conquest to the present day. The CHS Collection represents the environmental, economic, social, political, and cultural heritage of the entire state, including materials from outside California that contribute to a greater understanding of the state and its people. Beginning with its founding, and especially since establishing its Yerba Buena District headquarters on Mission Street in 1995, CHS has served residents of the Bay Area, the state, and beyond with its research library, exhibitions, publications, and public educational programs that draw on its important and wide-ranging collections of California history.

Today, CHS is embarking on a four-pronged effort to increase its public accessibility, relevance, and impact through innovative and thought-provoking exhibitions; impactful educational programs for youth and adults; expanded programming in Southern California (where CHS holds significant collections in partnerships with the Autry National Center and the University of Southern California); and a major digital preservation, management, and access initiative. Importantly, CHS has received a major grant from the State of California (through the State Library) to evaluate a relocation to the Old U.S. Mint via a partnership with the City and County of San Francisco.

Together, our small, collaborative and dedicated staff is creating an ambitious and exciting future.

## **Core Responsibilities and Competencies**

### **Resource Development**

#### **Responsibilities**

- Articulate a vision for and lead the development and implementation of a comprehensive fundraising plan that successfully achieves near term goals and establishes long-term financial stability;
- Identify and cultivate positive and productive relationships with current and prospective donors in order to establish and maintain sustainable and continual funding streams.
- Present and represent CHS in a positive way to constituent groups, the general public, professional organizations and colleagues, the media, and others;
- Inspire and support members of the Board of Directors in institutional advancement activities to realize the full reach of their community connections;
- Sustain donor stewardship practices that fulfill high standards of donor engagement and care;
- Foster an organizational culture of philanthropy in which all internal functions engage with and contribute to fundraising efforts;

#### **Competencies**

- Demonstrated success in establishing and meeting multi-function organizational fundraising goals, including major donor support, annual fund, foundation and corporate support, planned giving, and membership.
- Knowledgeable of Bay Area and California fundraising landscape.
- Understanding of donor stewardship best practices.
- Proven success in establishing and maintaining productive relationships with prospective and active funders, members, peer organizations, governing board, and public agencies.
- Demonstrated ability to positively present and represent a cultural organization to the media, constituents, stakeholders, and the public.
- Excellent written and oral communication skills.
- Ability to work successfully with the varieties of cultures that comprise contemporary California.

### **Strategic Planning and Oversight**

#### **Responsibilities**

- In concert with the Board of Directors, Executive Director, staff, and constituent groups, develop and implement strategic plans to ensure the periodic review of institutional needs and performance.
- In concert with the Board and executive staff, help to develop and monitor the annual budget, establish specific goals and outcomes, ensure accountability, and provide for the ongoing financial health of the organization.

### **Competencies**

- Demonstrated experience in contributing to the formulation of an organization’s strategic plan and budget.
- Exhibit a passion for history and insight on its impact on modern lives.
- Demonstrated understanding of the roles of museums, historical, and cultural institutions in contemporary society.

## **Management and Governance**

### **Responsibilities**

- Formulate departmental budgets, manage operations within approved budget parameters, forecast variances and make recommendations for adjustments;
- Manage departmental staff and provide vision and direction, establish standards of excellence, manage performance, and promote staff engagement and development;
- Work collaboratively within the organization to contribute to the development of public history programming (exhibitions, programs, education, publications) that promote the Mission of CHS and that are financially sound;
- Establish and direct a tailored, diverse strategy for external affairs, communication, and marketing to promote a visible, positive public brand, generate earned media, attract/retain donors and members, and maximize attendance for public programs;
- In concert with CHS leadership, ensure that the organization meets all legal, financial, and ethical requirements and conditions to maintain its status as a 501(c)(3) California corporation;
- In concert with CHS leadership, provide for the timely and orderly management of all governance functions and maintain a positive and productive relationship with the Board of Directors, committees and individual members;
- Perform other duties as assigned by the Board of Directors and/or the Executive Director.

### **Competencies**

- Demonstrated success in conceiving and working with others to implement creative programs that serve targeted audiences and meet established benchmarks

- Proven ability to create and lead an effective, results-driven staff
- Demonstrated success in establishing and managing departmental budgets
- Demonstrated ability to balance, prioritize and manage multiple projects and deadlines simultaneously
- Demonstrated success in formulating and directing marketing and communications strategies
- Knowledge of the principles of nonprofit law, accounting and financial management
- Working knowledge of electronic information systems generally used in contemporary nonprofit organizations.

### **Things you should know:**

The ideal candidate will hold a degree in museum studies, history, business management, marketing, or related fields, and have at least five years of relevant non-profit management and fundraising experience of increasingly complex scope and responsibility, and preferably in a museum, history, cultural or academic institution.

The California Historical Society is an Equal Opportunity Employer, deeply committed to diversity among its staff. CHS fully complies with all applicable regulations pertaining to non-discrimination, including the San Francisco Administrative Codes 12B, 12C, and 12T. This is a full-time exempt position with benefits, including fully paid employee health, vision, dental, life, and AD&D, a generous holiday and time off policy, and a team full of interesting and warm people to work with. Position is based in San Francisco, and involves some overnight travel, evenings and weekend work.

Interested candidates should submit a cover letter and resume or C.V. to [sjordana@calhist.org](mailto:sjordana@calhist.org) . Resume review will begin immediately and continue until position is filled.