

Edsel & Eleanor Ford House
JOB DESCRIPTION

Position Title: DIRECTOR OF DEVELOPMENT	
Department: Development	Salary Grade: Director (7)
Reports To: President & CEO	Status: Exempt
Date: January 2018	

BASIC PURPOSE

Responsible for overseeing all operational aspects of the Development department including staff and financial management, creation of new partnerships, cultivation of relationships and development of new sources of revenue to support educational and preservation objectives for the Historic Ford Estates (Edsel & Eleanor Ford House and Fair Lane).

RESPONSIBILITIES AND ACCOUNTABILITIES

- Oversee departmental programs including: memberships; annual, major and planned giving; fund-raising/friend-raising events and activities; database & donor acknowledgment oversight; corporate relations; grant writing; and recurring sources of financial support.
- Working in conjunction with other management personnel, identify funding needs, research resources, nurture relationships, and guide the development of proposals for public, corporate and foundation funding.
- Identify potential sponsors and underwriters for exhibits, special events, and programs to offset costs and enhance revenue generation. Establish and maintain relationships with sponsors, and plans and executes solicitations.
- Conceptualize, develop, and direct special events designed to raise funds for educational and preservation programs such as the annual Fair Lane Dinner Dance and the VIP experience at the DSO at Ford House.
- Develop, recommend, and manage the departmental budget in a manner that ensures efficient and effective use of resources.
- Track department fundraising progress and activities with regular reports and analytical information that will be useful to evaluate progress towards its goals.
- Develop website and social media content in coordination with the Communications department to highlight and provide ongoing updates and progress of the department's progress.
- Ongoing stewardship of all donors to the Estate, including those from the Fair Lane Campaign.
- As a member of the management team, participate and assist in special programs, projects, and activities as needed. Represent and promote the Historic Ford Estates' mission, vision and values to the community.
- Manage the Development staff team and represent the department at institution-wide meetings.

TRAINING, EDUCATION, and ABILITIES

- Required minimum of 5-7 years of experience meeting fundraising goals.
- Bachelor Degree.
- Demonstrated ability to network effectively, cultivate and maintain relationships with donors, and successfully close gifts for support.
- Outstanding written and interpersonal communication skills.
- Proficient in use of fundraising software and spreadsheets.
- Ability to function effectively as a department leader and an institutional team member to set and

evaluate goals, resolve problems, and make decisions.

- Ability to work well under pressure, meet objectives, and be flexible in a changing and growing organization.

Submit cover letter and resume', with salary requirements, to jobsearch@fordhouse.org.