



Director of Development  
Congregational Library & Archives  
Boston, MA | Winter 2023

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## ***The Congregational Library & Archives seeks a Director of Development to establish and manage a comprehensive fundraising program.***

### **About Congregational Library & Archives**

The Congregational Library & Archives (CLA) is a thriving and internationally recognized independent research library in the heart of Boston. The CLA's mission is to foster a deeper understanding of the spiritual, intellectual, cultural, and civic dimensions of the Congregational story and its ongoing relevance to contemporary society by collecting, preserving, and sharing materials and by actively engaging with scholars, students, faith communities, and the general public.



The CLA preserves and makes available materials pertaining to Congregationalism, the history of which has been interwoven with the development of the United States since the seventeenth century. The library and archives hold a rich collection of 225,000 archival and published materials, which have significance not only for church history, but also for American cultural, political, and social history, as well as family history. The CLA shares these materials freely by facilitating research in its reading room and offering virtual and in-person programs designed to explain the nature of the Congregational tradition, helping to illuminate and interrogate the faith's national and global reach to inform the present and future.

In 2017, the CLA underwent a significant transition, selling its building, conducting a capital campaign, and renovating its facilities, now leased from the building owner. In 2022, the CLA appointed Dr. Kyle Roberts as Executive Director. Roberts is an experienced scholar, public historian, and digital humanist whose wealth of knowledge and experience has given new momentum and meaning to CLA's mission. Through thoughtful investment planning, the CLA is in a strong financial position as it embarks on its next chapter, which aims to expand its engagement with diverse audiences, digitize the historic record, and commit to understanding the past, present, and future relevance of Congregationalism for American society.

### ***About Equity, Diversity, and Inclusion at Congregational Library & Archives***

As Dr. Kyle Roberts leads CLA into the future, he aims to build a more equitable, diverse, and inclusive institution, ensuring it is relevant and accessible to everyone. To accomplish this aspiration, the CLA is creating new finding aids for its vast collections, highlighting a range of voices in its programs, and reaching out to diverse audiences for collaboration and participation. Additionally, the Governance Committee is working affirmatively to increase diversity among Board members and officers.

### **About Philanthropy at Congregational Library & Archives**

The CLA has an operating budget of \$1.9M, primarily funded through endowment income. Annual philanthropic support currently comprises approximately 10% of revenue. CLA recently completed a successful \$750K campaign which made critical capital improvements to their historic location at 14 Beacon Street in Boston. [New England's Hidden Histories](#), CLA's signature digital humanities project, which digitizes early New England church records, has garnered nearly \$1.5M in federal, foundation, and in-kind grants since its inception in 2005 and reshaped understandings of early American history.

CLA leadership is investing in building a more intentional and sustainable fundraising program to both diversify revenue streams and significantly grow support over the next five years. Ambitiously growing philanthropic support will enable the CLA to be innovative in deepening their impact within the community, through more robust outreach programming, dynamic exhibitions, and publications.

## About the Position



The Director of Development will be an ambassador for the organization, building and deepening engagement with donors and granting agencies, while driving broader awareness and philanthropic support for the organization. The Director of Development is a newly created position responsible for designing, overseeing, and executing a comprehensive fundraising program to diversify and grow the CLA revenue. Additionally, the new Director of Development will participate in the CLA overall strategic planning process, soon to be launched.

The successful candidate will be a motivated, ambitious, and entrepreneurial fundraising professional. Outgoing and sociable, the Director of Development will relish renewing and establishing connections among and beyond the CLA's traditional donors. Respect and enthusiasm for scholarship, American history, and the Congregational story is essential.

The Director of Development will report to Executive Director, Kyle Roberts.

## Key Responsibilities

- Design, establish, and manage all aspects of a comprehensive fundraising program (including annual giving, membership program, donor relations, and grant writing) with short and long-term fundraising goals in support of operations, special initiatives, and capital projects
- Build, cultivate, solicit, and steward a portfolio of individual, corporate, and foundation prospects to secure gifts at the four- and five-figure level and above
  - Proactively identify and prioritize new prospect acquisition
  - Create dynamic donor engagement opportunities
  - Develop individual solicitation plans, including personal and peer-to-peer approaches
- Develop and execute annual appeals (via direct mail, email, and social media), proposals, reports, briefings, acknowledgments, and other appropriate fundraising materials
- Evaluate the fundraising plan and regularly report progress against strategic and operational goals, including revenue and donor engagement activity
- Administer and report on development budget
- Strategically engage and support the Executive Director and Board Chairman in fundraising
- Partner with the Executive Director and other stakeholders in the development of a 3- to 5-year strategic plan that will deepen the CLA impact and visibility within the community



## Key Qualifications

- Minimum of 7 years of development experience with progressively increasing responsibility
- Proven track record of success in identifying, qualifying, cultivating, soliciting, and stewarding four- to six-figure support; experience securing private and government grants preferred
- Demonstrated talent for building and managing successful fundraising programs, including growing a donor base and establishing best practices as they relate to operational systems
- Success supporting and managing organizational leadership in donor cultivation and solicitation
- Ability to conceptualize and describe funding needs in a way that is compelling to prospects
- Results oriented self-starter with an entrepreneurial and innovative spirit
- Strong verbal and written communication skills
- Proficiency in database management and development operations
- Ability to travel, as needed, to engage a national donor base
- Genuine interest in the Congregational Library and Archives' mission and the ability to serve as an ambassador for the organization



**CLA encourages and welcomes diversity throughout the organization. CLA does not discriminate and protects against harassment based on race, color, national origin, religion, gender, gender identity, sexual orientation, age, disability, veteran status, marital status, or any other characteristic protected by law. CLA employs people based on ability, experience, education, and character. CLA's policy applies to all aspects of employment, including recruitment, hiring, retention, promotion, compensation, benefits, working conditions, performance evaluation, professional development, disciplinary action, and termination.**

### Compensation

The salary range for this position is \$125K - \$150K; the successful candidate's starting salary will be determined commensurate with experience, competencies, and skillset.

Hybrid options available.

Please email your cover letter and resume in confidence to:

[congregationallibrary@developmentguild.com](mailto:congregationallibrary@developmentguild.com)

For more information, please visit [www.developmentguild.com](http://www.developmentguild.com).

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For more information about Congregational Library & Archives, please visit

<https://www.congregationallibrary.org/>

## About Development Guild DDI

*For 40 years, Development Guild DDI has consulted to leaders across the nonprofit spectrum. Based in Boston and New York, we have successfully collaborated with more than 650 clients nationwide in the sectors of health & science, education, environment, the arts, and social justice. We are experts in executive search and fundraising and are at the forefront of delivering best practice in these services.*

*With each engagement, we work in teams tailored to a client's particular needs, providing sector-specific intelligence, cross-sector insight, and hands-on functional expertise. We combine our perspective on nonprofit leadership with our knowledge and experience in both fundraising and executive search. This distinct perspective enables us to deliver the most strategic and measurable impact.*

