

# Massachusetts Historical Society

*Founded* **1791**

Associate Director of Development

Massachusetts Historical Society

Boston, MA | Summer 2020

**Suzanne J. Battit**

SENIOR VICE PRESIDENT, PRINCIPAL

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BOSTON | NEW YORK

***Massachusetts Historical Society seeks an Associate Director of Development to lead the development team and drive annual giving efforts towards ambitious future goals.***

## **About Massachusetts Historical Society**

Founded in 1791, the Massachusetts Historical Society strives to promote understanding of the history of Massachusetts and the nation by collecting and communicating materials and resources that foster historical knowledge. The Society is an invaluable resource for American history, life, and culture, with a future vision of a world where historical understanding is the cornerstone of a healthy democracy. Its extraordinary collections tell the story of America through millions of rare and unique documents, artifacts, and irreplaceable national treasures.

As the nation's first historical society, the MHS strives to enhance the understanding of our nation's past and its connection to the present, demonstrating that history is not just a series of events that happened to individuals long ago but is integral to the fabric of our daily lives. Its collections are accessible to anyone with an interest in American history. Beyond research, the MHS offers many ways for the public to enjoy its collections including engaging programs, thought-provoking exhibitions, publications, seminars, and teacher workshops.

## ***The Society Today***

The MHS is an invaluable resource for the study of American history, life, and culture. Its collections tell the story of America through over twelve million documents, artifacts, and national treasures, including the personal papers of three presidents—John Adams, John Quincy Adams, and Thomas Jefferson. Since 1791, the Society has nurtured and spread knowledge and appreciation of American history by preserving and enriching its collections, providing tools and services to support research, and cultivating scholarship. The MHS is committed to the principle that knowledge of our nation's past is fundamental to its future. They desire to reach a broad audience and to illustrate for them the importance of history in understanding change and continuity in our world.



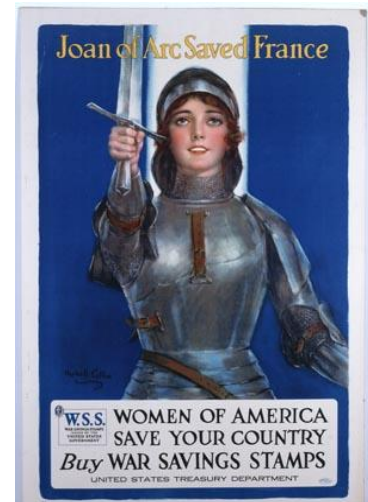
Over the past decade, the MHS has made great strides in making its resources available to a wider public. This has been greatly enhanced by the use of technology, especially through an improved website. ABIGAIL, the Society's online catalog, and collection guides open the collections to all, and digitization efforts have made increasing amounts of material available to researchers. Library visitation is growing because of the online presence of the MHS and an increase in the number of research fellowships offered. A new endowed acquisitions fund has made it possible to add to collections at a time when purchasing items has become more competitive.

## About MHS Philanthropy

The ADOD will be an integral member of a growing Development team that has doubled in size (from two to four staff) in the past two years and continue to build capacity for a future comprehensive campaign. To this end, the department has recently undergone a donor database upgrade from Blackbaud's Raiser's Edge 7 to Blackbaud's Altru for Arts and Cultural organizations. Doing so has been a major initiative in data quality and has set the stage for comprehensive wealth screening and prospect research. In addition, the MHS is embarking on efforts to rebrand its annual giving circles, planned giving society, matching gifts program, and more.

Together, this team raises more than \$1 million annually in unrestricted funding toward an organizational operating budget of \$6.5 million. The Development Department raises another \$1 million in restricted funding, \$350,000 from the annual gala, and \$100,000 from memberships. The immediate goals of the department include increasing membership by 25% and building a donor base for the annual fund from virtual program attendees, researchers, and donors to restricted initiatives.

With an eye toward relocating to a new building that can house the full MHS collection, administrative spaces, and opportunities for large-scale public programming, the Development team will be charged with the exciting task of identifying, cultivating, and soliciting donors interested in a transformational project for one of the most venerable organizations in Massachusetts.



## About the Position

Reporting to Maureen Nguyen, the Vice President of Development, the Associate Director of Development will manage the day to day operations and staff of the Development Office, charged with raising gifts and grants totaling over \$3M annually from members, donors, and corporate and foundation funders.

The ADOD will lead and develop a team of 3 development staff; these direct reports include a Senior Development Associate, Donor Engagement Manager and the Gifts and Database Manager, as well as any potential future hires and interns.

In addition to their supervisory role, the ADOD will assume operational responsibility for the Development Office. They will oversee the comprehensive utilization of the Blackbaud Altru donor database including entry and tracking protocols, moves management, efficient reporting, and overall data integrity. The ADOD will also ensure best practices across acknowledgments, prospect research, wealth screening, and reporting.

## Key Responsibilities

- Participate in and serve as staff support for Development Committee of the Board meetings
- Develop, monitor, and evaluate specific fundraising concepts, including solicitation strategies, donor communications, cultivation, stewardship, events, reports, and other related activities
- Develop and execute strategies to achieve growth goals for the MHS Fund and membership
- Track the growth of the institution's fundraising program, project future revenues and expenses, and determine organizational priorities in collaboration with the Vice President

- In collaboration with the VP of Communications, contribute to and oversee the preparation of persuasive and professional development-related communication materials
- Develop, administer, and report on department budget
- Process Planned Giving agreements
- Design, implement, and manage development infrastructure to support fundraising activities
- Periodically attend evening and weekend events hosted by the Development Department or MHS

## Key Qualifications

- Genuine interest in the Society's mission
- Minimum of 7 years of senior positions with increasing fundraising management responsibilities
- Demonstrated experience building and managing successful annual fund programs that raised \$1,000,000+ annually, a membership program, and/or major fundraising events
- Keen business sense and systems mindset; in depth understanding of development finances and operations
- Seasoned writing skills for crafting creative and compelling communications; experience writing fundraising materials, correspondence, and/or proposals
- Strong planning and organization skills with ability to prioritize and multi-task
- Proficiency with Blackbaud Altru of added value
- Strategic thinker
- Driven and motivated with a high level of autonomy and accountability
- Innovative and open to change, with creative instinct
- Excellent sense of humor



Please email your cover letter and resume in confidence to:

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

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For more information about Massachusetts Historical Society please visit <https://www.masshist.org/>

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**The Society is an equal opportunity employer.**

**MHS aims to be a diverse workforce that is representative, at all job levels, of the citizens they serve. Candidates of all backgrounds are welcomed and encouraged to apply. They are committed to creating a work place free from harassment and discrimination on the basis of race, color, ancestry, religious creed, gender identity and expression, national or ethnic origin, sex, sexual orientation, pregnancy, age, genetic information, disability, military or veteran status, or any other category protected by law (also known as membership in a "protected class"). MHS offers a competitive benefits package and salary commensurate with experience.**



### **About Development Guild DDI**

Development Guild DDI is a nonprofit leadership development consulting firm that provides nonprofit executive search, fundraising counsel, and campaign services. We bring a powerful combination of discipline and innovation to every client engagement, delivering solutions that are both strategic and deeply rooted in experience and analysis. Drawing upon more than 2,500 client engagements and 40 years working in every nonprofit sector, our collaborative approach is distinguished by candid dialogue and supported by cutting-edge technology. We commit to understanding and respecting your unique culture and to translating that knowledge into viable solutions.

