DIRECTOR OF DEVELOPMENT

FLSA STATUS: Part time (approximately 20hr/wk) - Exempt
STARTING SALARY: $45,000
REPORTS TO: Executive Director
LOCATION: Hybrid
DEADLINE: Target Start Date is October 1st. Applications considered on a rolling basis. Apply by August 15th for best consideration.

ABOUT HUMANITIESDC

HumanitiesDC is the federally designated humanities council for Washington DC. Founded in 1980, HumanitiesDC aims to use the humanities as a tool to help all Washingtonians, and others connected to the District, deepen their relationships with the city and each other through the sharing of unique and universal stories, the fostering of intellectual stimulation, and the promotion of cross-cultural understanding. We work to amplify DC residents’ voices primarily through grantmaking and programs that support the making, recording, and appreciation of all things related to our city’s history, culture, and arts. We do this in partnership with other organizations, local scholars, field experts, and community humanists.

HumanitiesDC is an independent nonprofit governed by a volunteer Board of Directors consisting of local civic, cultural, and business leaders and staffed by a team of nine. HumanitiesDC has a $3M budget, largely derived from contributed sources including the National Endowment of the Humanities and local government.

Now in its fourth decade, HumanitiesDC has steered millions of dollars to the local community through grants and programs to achieve its mission. HumanitiesDC engages with numerous partners, including schools, museums, historic sites, civic associations, community centers, and independent scholars to ensure equitable access to all of DC’s diverse communities. More on our grantmaking can be found here.
ORGANIZATIONAL CULTURE
HumanitiesDC is interested in creating a work environment and practices that are led by our collective values, including:

- **Equity Driven** We strive to center equity principles across our organization, internally and externally. This focus helps us broaden access, inclusion, and diversity in all our work to create structures that share power and core decision-making.

- **Community Powered** As an organization based in the humanities, we recognize that our work would not be possible if not for the strength and experiences of all the people who make up our city. Our aim is to build authentic relationships and collaborations that reflect the vibrancy of our community.

- **Creative Vision** We relish opportunities to venture into unexplored territory. We strive to bring a creative and entrepreneurial spirit into our collective work with the hopes of continuing to explore how the humanities can act as a connector across all our lives.

- **Amplifying Voices** We seek to use the power and resources made available to us to create spaces and opportunities to celebrate and share Washington, DC stories, culture, and experiences, especially those traditionally marginalized or left out of mainstream narratives.

- **Acting with Integrity** We are a curious group, excited to always better our grantmaking, public programs, internal culture, and community partnerships. We strive to be reflective, accountable, and ever-learning as we foster transparency across our organization and build mechanisms for feedback.

We strive to create a space that is welcoming, creative, energizing, respectful, and equitable for our team, partners, and participants. All programming aligns with the mission and values of the organization, is designed to reflect participating communities, is flexible enough to be responsive, and makes cultural connections wherever possible.

POSITION SUMMARY
The **Director of Development** will carry out HumanitiesDC’s fundraising efforts in line with the organization’s mission, strategic goals and planned growth. They will work closely with the Executive Director, Board, other Directors and the Communications Coordinator to help design and implement long and short-term organizational strategies with particular focuses on building a diverse revenue stream, increasing and deepening personal relationships with donors and partners, and ensuring the organization is in compliance with current government funders.
Additional responsibilities include supporting the rest of the HumanitiesDC team and organizational needs, including but not limited to helping shape the organization’s culture, building an external network of partners and supporters, and participating in organizational and partner events.

HumanitiesDC generally works a Monday to Friday schedule, between the hours of 9 to 5. Staff are in the office on Mondays and Wednesdays and may choose to telework other days. The schedule for this position is flexible but you should expect to be in the office at least 1 day per week.

**ESSENTIAL FUNCTIONS/RESPONSIBILITIES**

1 - **Strategy, Vision, and Leadership**
- Contribute to the development of HumanitiesDC’s goals and objectives through participation in strategic planning efforts;
- With the Executive Director, create and implement an annual comprehensive development strategy and calendar that actively furthers HumanitiesDC’s vision, values, strategies and growth goals; Update team members regularly on upcoming important dates, issues and achievements to ensure they have fundraising expertise informing their work;
- Advise Executive Director on development and effectively deploy the ED as an asset;
- Manage a Development annual revenue budget and work with the operations staff to ensure accurate revenue estimates and projections are integrated into financial planning;
- Continually deepen general expertise for self and work to share knowledge and develop skills of others across the organization.

2 - **Development and Fundraising**
- Grow and manage a grants portfolio for the organization that includes government, private foundations and corporate sources. Includes prospecting, engagement, grant-writing and reporting;
- Work closely with the team to complete all local and federal government applications and reporting in a timely fashion;
- Grow and maintain an individual donor relations program that reflects HumanitiesDC’s values and includes continual cultivation, stewardship and appreciation of all donors;
- Work with Executive Director to build relationships and support with City Council;
- Oversee the planning and execution of relationship building and fundraising events and campaigns with the support of the Communications Coordinator, Administrative Coordinator and other staff;
- Properly archive all grant-related material on an annual basis and support annual audit process;
• Maintain integrity of donor records through data oversight including gift entry and contact management in Bloomerang donor database.

3 - Board Relations
• Support the Board of Directors and their annual workplan with particular focus on development and fundraising goals;
• Work closely with board leadership and the Executive Director to support the Board’s annual give-and-get goals.

4 - Representation, Networking, Communications and Collaboration
• Develop an ongoing, in-depth understanding of all the work of HumanitiesDC to be an effective representative to donors and partners;
• Maintain strong working relationships with team members, outside partners, and funders;
• Maintain strong working relationships with team members, outside partners, government entities, funders, donors, and external partners/grantees to continually identify best practices and further the impact of our work;
• Represent HumanitiesDC in relevant forums and network-building opportunities.

Other tasks in line with the essential functions/responsibilities mentioned above may be required.

QUALIFICATIONS AND EXPERIENCE
• Deep personal or professional connection to Washington, DC;
• Passionate about HumanitiesDC’s mission, as demonstrated through a personal or professional connection to the humanities;
• Proven record of success advancing fundraising efforts within a growing organization; Four (4) or more years of development experience preferred;
• Additional experience in board support, government relations, and government grants management;
• Comfortable with technology. Proficient with Microsoft Office Suite, Sharepoint, Teams. Experience with Bloomerang, grants.gov or eGMS reporting systems preferred but not required;
• Highly focused and able to work independently while managing multiple tasks and projects with competing priorities and deadlines;
• Exceptional written, oral, and presentational communication skills;
• Extremely organized, detail-oriented, and experienced with establishing new systems, processes, and policies;
• Strong interpersonal and active listening skills with the ability to effectively interface with senior management, board of directors, and staff;
• Self-reliant with strong creative problem-solving skills;
• Experience working in diverse settings, on community-based initiatives, and directly with community members;
• Ability to document and articulate organizations’ work and needs to a diverse audience.
• Commitment to building a culture of support, high performance, and continuous growth that values learning and collaboration.

COMPENSATION
HumanitiesDC is greatly committed to salary transparency and pay equity. Compensation for this part-time role has been budgeted to be $45,000 and is non-negotiable.

Additionally, part-time staff working 20 hours per week have the following benefits:
• Employer-provided health, vision and dental insurance coverage (75% of the base plan cost for the employee is employer paid).
• We have 12 paid holidays and 10 paid days of Annual Organizational Closings (including the week between December 24 and January 1st)
• Part-time Staff start with 72 hours of additional paid time off per year, with increases after two and five years.
• An additional 3 days of sick leave per year is provided. Annual funding for professional development.

APPLICATION PROCESS
For best consideration, applications should be received by August 15, 2023. Search will remain open until filled. Interested applicants should send a resume and a cover letter via email to OfficeAdmin@humanitiesdc.org with the subject line as “Development Director”. Qualified applicants will be contacted on a rolling basis. Early applications are encouraged due to the pace of the search. Inquiries about the role may be directed to Rebecca Lemos Otero at OfficeAdmin@humanitiesdc.org.

• **Step 1:** All submissions will be reviewed as they are received. All candidates will be notified in a timely manner if they are being considered for the position.
• **Step 2:** Invited candidates will take part in a 45min-1hr interview with the Director of Operations and Executive Director.
• **Step 3:** Candidates chosen to continue will then have a 30-minute conversation with select staff to learn more about HumanitiesDC and our organization’s culture.
• **Step 4:** At this point candidates may be asked to provide writing samples or to answer a short series of follow-up questions via email. The final candidate will be selected.
• **Step 5:** A final candidate will be asked to provide references and consent to a background check if needed
• **Step 6:** Selection and placement of the final candidate. Placement for this position is anticipated to occur by September 2023. Once the final candidate has accepted their offer of employment, all other applicants will be notified of their status.

BACKGROUND AND REFERENCE CHECKS
Finalist(s) for this position will be required to consent to a pre-employment background and reference checks as a condition of employment.
**WORKING CONDITIONS**

HumanitiesDC is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. This employee is regularly required to sit, stand, bend, stretch and kneel for long periods of time; frequently required to talk, hear, and use repetitive hand motions; and should possess the ability to push, pull, and lift up to 20 pounds unassisted.

As a condition of employment, all external candidates must provide proof that they are fully vaccinated from COVID-19, as of your first day of employment, unless a request for an ADA accommodation has been approved. “Fully vaccinated” means two (2) weeks have passed since your last dose of a two-dose series or two (2) weeks after a single-dose vaccination.

**EQUAL OPPORTUNITY EMPLOYER**

HDC has a strong commitment to diversity, equity, and inclusion and strongly encourages applications from candidates who identify as Black, Latino/a/x, or other people of color. Employment decisions are based upon one’s qualifications and capabilities to perform essential functions of a particular job. All opportunities are provided without regard to race, religion, gender, sexual identity, family status, pregnancy-related medical conditions, national origin, age, veteran status, disability, genetic information, or any other characteristic protected by law.