



Director of Development and Membership

Evanston History Center

The Evanston History Center (EHC) collects, preserves, and shares Evanston history to educate, inspire, and enrich the people of Evanston. The Center's collections and activities include the Charles Gates Dawes House Museum, a National Landmark; a costume and historical objects collection; public programs that inspire and connect audiences through the documentation and sharing of history; and an archival research room. The Center works in partnership with individuals and organizations across Evanston and beyond to reflect the diverse fabric of our city; to better understand how history shapes and informs the present; and to encourage engaged and connected citizens who, by understanding the layers of the past, care for and participate in our collective future.

Position Overview

Reporting to the Executive Director, the Director of Development and Membership serves as the driving force for EHC fundraising & membership initiatives to advance its mission. In consultation with the Executive Director and Board, they lead the development and execution of a comprehensive fundraising strategy that meets the EHC's annual operating goals as well as long-term strategic plan, and lay the groundwork for increasing contributed revenue over time. This staff member ensures that all fundraising ambassadors (Executive Director, Board, etc.) have the tools and information to be successful in their efforts to increase financial resources and deepen community connections.

Compensation, Benefits, and Job Structure

This is a full-time position based at the Evanston History Center in the Charles Gates Dawes House, with regular weekday hours and occasional evenings and weekends required for special events, donor engagements, board meetings or similar activities. The role offers an annual salary of \$80,000 along with a health benefits stipend and the opportunity to participate in a 401(k) plan.

Essential Duties and Responsibilities include but are not limited to:

Oversee and Manage Annual Fundraising Efforts

- With the Executive Director and Board Advancement & Membership Committee, create an ambitious, broad-based development plan and calendar with clearly defined goals, objectives, strategies, and timelines.
- Manage and monitor annual development program budget and track progress through monthly and annual reporting. Provide recommendations to adjust the program quarterly to meet goals.
- Manage EHC's diverse relationships with individuals, government, foundations, and corporations for increased success in institutional fundraising.

- Execute the research and timely preparation of all foundation, corporate, and government grant proposals, and oversee grant/gift stewardship, administration, and reporting.
- Manage individual donor program, including appeals and fundraisers, on-site cultivation events and direct asks. Coordinate individual donor cultivation opportunities for ED and/or Board members with donor prospects.
- Demonstrate hospitality and care for donors and visitors through in-person interaction, written communication, and special opportunities to connect constituents with the EHC and its mission. Ensure high-quality and appropriate stewardship of donors at all gift levels.

Strengthen Membership Program

- Increase Membership at all levels by developing a program that inspires new members, retains existing members, and creates compelling benefits and programming in partnership with leadership staff.
- Manage fulfillment of Membership renewals and new memberships; Plan and execute retention efforts related to growing Membership.
- Develop a long-term strategy to cultivate current members into tomorrow's donors.
- Build out a data-driven quality control program to ensure that the Membership data analysis informs programmatic, fundraising, and communications directions.

Actively Participate in Planning for EHC's Future

- Lead EHC's fundraising efforts to grow general operating support, capital projects, priority programs funding, and endowment to further the organizational mission. Work with ED, team and board to identify future projects and funding needs as part of the Strategic Plan.
- Devise and implement progressive new strategies to prospect, acquire, renew, and increase major gifts ranging from \$10,000 and up from a diverse base of donors (individuals, corporations and foundations). Devise program-based fundraising initiatives to attract and retain major donors and increase their loyalty.
- Drive fundraising solicitations, expand networks and strengthen partnerships with individual donors, foundations and corporate philanthropy and ensure tracking and follow through on these solicitations through both digital and staff means.
- Participate in strategic and capital planning as a member of the institutional leadership team.

Strengthen Board & Staff Role in Development

- Work with the Executive Director to strengthen the Board's role in development; expand, manage and coordinate Board involvement in fundraising activities.
- Establish a development strategy that maximizes the resources and talents of the full EHC team, including staff and volunteers
- Assume an active role in serving and supporting the Board; act as the staff liaison to Board Advancement Committee – activating them for prospect identification, cultivation, solicitation, and stewardship.

Oversee Donor Management Software and Department Financial Management

- Build out a data-driven quality control program to ensure that donor data is collected and maintained in donor management software, and that analysis informs programmatic, fundraising, and communications directions.
- Establish and sustain an ongoing system for recording all donor communications and ensuring timely follow-up actions, including appropriate donor gift recognition.
- Oversee and evaluate all processes and procedures related to prospect identification, donor engagement stewardship activities, and contributions management.
- Formulate the annual development budget, track financial performance against EHC goals and benchmarks, prepare the necessary interim financial reports and fundraising projections, and monitor department expenditures.

Education and Experience Requirements

The ideal candidate will bring energy, vision, and resourcefulness to this position and will be an organized self-starter dedicated to EHC's mission. Familiarity and experience with nonprofit fundraising principles and practices, including digital and event-based philanthropy is required. Experience utilizing donor management systems, especially regarding donor prospect research (individuals, corporations, and grants/foundations) and donor stewardship is essential. Excellent communication, storytelling and decision-making skills are required; particularly the ability and personality to motivate staff, board, and volunteers. Proficiency with computer software related to the position, in particular experience with donor management databases and desktop publishing software is required. Specific knowledge of the North Shore, Chicago and Illinois philanthropic landscape is a plus, as is knowledge of and passion for local history and cultural preservation. A Bachelor's Degree in a related field with a minimum of eight years' experience with a record of success is required.

Hiring Process

Please submit your resume and a cover letter to Nicole Kowrach, Executive Director at nkowrach@evanstonhistorycenter.org.