



Development Coordinator

Location: In-Person, Queens
FLSA Status: Full-Time/Exempt
Salary Range: \$50,000-\$60,000
Reports to: Deputy Director

The Historic House Trust of New York City (HHT) seeks a Development Coordinator to lead the fundraising efforts for a partnership-focused historic preservation nonprofit. Founded in 1989, HHT partners with the New York City Department of Parks & Recreation (NYC Parks) to help preserve 23 historic houses located in public parks across all five boroughs of New York City. These sites are operated as museums by independent nonprofit partners.

The Development Coordinator will be a key member of a small, collaborative staff and work to implement HHT's full roster of development efforts including grant writing, individual and corporate giving, and special events. The successful candidate will be a self-starter who can comfortably liaise with donors at all levels (\$50-\$100,000+), have meticulous attention to detail, an ability to handle multiple projects simultaneously, and a flair for translating complex ideas into impactful campaigns. The Development Coordinator will have the opportunity to grow a team with the support of organizational leadership, and work closely with other departments to create and realize a strategic vision.

The position is based full-time in-person out of the HHT office at the Olmsted Center in Flushing, Queens and includes occasional site visits to partner historic houses across New York City, attendance at industry-related events and fundraisers, and some evening and weekend hours to prepare and execute a limited number of engagement and fundraising events.

Primary Responsibilities

- Steward relationships with HHT's current roster of foundation, corporate, government, and individual donors
- Lead grant efforts by collaboratively developing projects, writing narratives, budgeting, and crafting reports
- Design and execute cyclical appeals and mailings, manage gift acknowledgements, and correspond with individual donors in a timely and appropriate manner
- Research and develop a planned giving program
- Collaborate with partner nonprofit organizations to coordinate fundraising efforts and reach collective goals
- Work closely with the Deputy Director to execute HHT's annual fundraising gala (the Founders Award Dinner), and plan and launch new events that will help realize the organization's fundraising and engagement goals
- Work with the Administrative Coordinator to manage donor records in Bloomerang CRM
- Write and present fundraising progress reports to the Development Committee, Board of Directors, and other interested stakeholders in conjunction with the Deputy Director
- Foster and maintain relationships with both historic house museum staff and city partners
- Develop a strategy for growing the team and in time, oversee Development Associate, Grant Writer, and Intern(s)

Qualifications

- Bachelor's degree required, Master's Degree preferred
- Minimum 3 years of experience in development, membership, and/or fundraising at an arts, preservation or similar nonprofit organization
- A commitment to institutional values including diversity, community, creative placemaking & innovation

- Nuanced writing and communication skills with acute attention to detail
- Experience with Bloomerang, Microsoft Office, and Google Suite, or the ability to develop skills quickly
- Ability to work both independently and collaboratively on grants and special projects
- Experience handling sensitive and confidential information with a high degree of discretion and sensitivity
- Ability to multitask, work in a fast-paced environment, and interact successfully as part of a small team
- Highly flexible, problem solver, and able to operate independently
- Drivers license preferred, but not required
- Interest in history, historic preservation, or museums a plus
- Connections within the New York City philanthropic environment a plus

Compensation

- Salary: \$50,000 - \$60,000 per year
- Health, dental, and vision insurance; Commuter benefit; Retirement plan
- 15 days vacation, 12 days sick leave, 12 paid holidays

HHT is an equal opportunity employer. Our office is located in a one-story building with wheelchair accessible entrances and free parking. If you have questions about accessibility or require accommodations as part of the interview process, please let us know.

Interested applicants should send a resume and cover letter to info@historichousetrust.org no later than **September 1, 2023**.