

## **Stratford Hall Position Description**

**Title:** Development Coordinator

**Reports to:** Vice President, Development

**Supervises:** None

Stratford Hall, a national historic landmark, is seeking qualified candidates for the position of **Development Coordinator** reporting to the Vice President of Development. This is a full-time, in-person position with flexibility to telework on occasion.

### **Primary Duties and Responsibilities:**

- Work with the VP to support the grant program, including writing, reporting, and recognition.
- Ensure that events achieve maximum fundraising potential, community exposure, and effective community relations.
- Work with the VP to develop corporate giving and sponsorships, broad-based giving, and support board relations
- Collaborate with staff to ensure effective planning and implementation of fundraising and development activities.
- Oversee that digital and collateral marketing materials are designed, developed, and produced appropriately for fundraising and development programs.
- Schedule and manage logistics for meetings with donors, prospective donors, volunteers, and vendors.
- Identify, cultivate and secure sponsorships and support for key events.
- Draft event briefings for colleagues
- Gather content, edit, and support production of the Annual Report
- Collaborate with Marketing on development-related communications and event photography and develop shot lists
- Responsible for board stewardship, from coordinating logistics of four annual board meetings to drafting meeting minutes and maintaining board handbook

### **Required Education & Experience:**

- Bachelor's degree
- 1-3 years of development experience.

### **Required Knowledge, Skills, & Abilities:**

- Knowledge of development/fundraising concepts
- Ability to maintain a high level of confidentiality
- Ability to cultivate interpersonal relationships with a wide variety of constituents. Excellent listening skills and the ability to develop and manage meaningful relationships.
- A wide variety of excellent computer skills. Familiarity with Blackbaud Raisers Edge, Canva, and Publisher preferred.
- Excellent editorial, written, and verbal skills as well as fluency to draft coherent and

concise content for a variety of platforms.

- Strong problem-solving skills; excellent oral communication skills.
- Strong event and meeting planning skills and organization. Excellent attention to detail.
- Strong collaboration and diplomacy skills, ability to work well with staff, volunteers, and donors.
- Flexibility.

**About Us:**

Stratford Hall is a National Historic Landmark located in Westmoreland County, VA nestled along the Potomac River. A publicly accessible museum and historic site for over ninety years and home to the only two brothers to have signed the Declaration of Independence, Stratford Hall will leverage the upcoming 250th Anniversary of the birth of our nation to reintroduce our broad and diverse stories to our communities and stakeholders. A model of historic preservation and land conservation, Stratford Hall contributes actively to the Northern Neck community and encourages applications from dedicated professionals committed to joining this collaborative and dynamic development team as we work to grow financial support to advance our mission.

**What We Offer:**

Stratford Hall offers a generous benefits package and pays competitive salary for the non-profit sector. We are an Equal Opportunity Employer committed to creating an inclusive and collaborative culture among our staff, which we believe is critical to advancing our mission. Prospects interested in helping to ensure Stratford Hall remains relevant for future generations and in making a difference at our historic site, in our field, and to our community are encouraged to apply. For more information about our organization please visit [www.stratfordhall.org](http://www.stratfordhall.org)

**How To Apply:**

Please send a resume and cover letter with salary requirements to the attention of Laura Fortsch [lfortsch@stratfordhall.org](mailto:lfortsch@stratfordhall.org) with the job title in the subject line. The position will remain open until filled.

*The organization does not discriminate based on race, ethnicity, religion, gender, gender identity, sexual orientation or any other characteristic protected by law.*