

St. Croix Landmarks Society, Inc. Development Coordinator

This full-time salaried position offers opportunity for professional and individual growth within the oldest history and culture preservation organization in the U.S. Virgin Islands. Our mission is *to advance the understanding and appreciation of the unique cultural and historical legacy of St. Croix, through preservation, research and education.* Team members are expected to demonstrate commitment, loyalty and support of the organization's mission, its members and leadership. Above all, team members must be dedicated to making St. Croix and Virgin Islands history and culture relevant to diverse audiences, through innovative interpretative programs and resources. All team members share responsibility for making the Landmarks experience a positive and fulfilling one for residents and off-island visitors.

DEVELOPMENT PROGRAM - The Development Coordinator's primary responsibility is structuring the systematic effort to attract members, individual donors, foundations and corporate supporters for the Landmarks Society and its initiatives. A vital function of the position is to attract volunteers and financial supporters for the Society's programs that include its historic sites, educational programs and Research Library and Archives. In addition, the Development Coordinator is responsible for a calendar of fundraising events.

QUALIFICATIONS: The Development Coordinator must have general knowledge of the history and culture of St. Croix and demonstrated ability to build relationships with diverse groups within the population. Excellent written, verbal, computer and interpersonal communication skills are essential, as is knowledge of media relations. A bachelor's degree with a minimum of 3 years' experience and knowledge of non-profit operations is preferred. Candidate should also be:

- Resourceful to maximize limited resources through innovative cooperative relationships and collaborations;
- Creative, with an ability to make connections, conventional and unconventional, matching the unique opportunities of Landmarks with potential sponsors and interested individuals;
- Organized self-starter, able to initiate and follow through with projects;
- Experienced with and understand local, national, and international funding sources; and
- Interested in critical issues related to culture, history, preservation and education.

RESPONSIBILITIES:

Grant Writing and Sponsorship Solicitation

- Research, write and prepare grant applications, proposals and reports;
- Develop a corporate giving program to solicit unrestricted donation, including but not limited to annual Challenge Match, membership gifts, sponsorships and employee giving programs;
- Research and identify organizational support through corporations, foundations, governments, and individuals;
- Serve as a clearinghouse for all requests on behalf of Landmarks to individuals, corporations and foundations by staff or trustees, weighing with the Executive Director and Development Committee the best approach to any individual donor;
- Research options for commercial support: equipment, software, services, and other in-kind support;
- Supervise donor records, ensuring that appropriate acknowledgements are made and benefits implemented;
- Cultivate and steward donor relationships;
- Maintain development calendar;
- Work with Executive Director to refine language, institutional positioning, and message points;

Marketing

- Manage schedule of media appearances, by trustees, staff and volunteers to attract members, program participants and supporters and increase favorable public awareness of the St. Croix Landmarks Society, its mission and initiatives;
- Develop speakers bureau training and talking points;
- Plan annual advertising campaign for programs and events;
- Develop annual Membership Campaign to attract and retain members;
- Coordinate publication of *Postkassen*, working with Executive Director to set themes and recruit contributors;
- Develop brochures, rack cards, and program books for events and advises on other programmatic materials;

Fundraising Events and Rentals

- Plan and implement fundraising events, inclusive of soliciting advertising for publications related to World Music and Candlelight concert series, Starving Artists, annual House Tours and Antiques & Collectibles Auction and Fair;
- Manage rental of sites for private functions, coordinating rental agreements and day-of-event activities;
- Evaluate and prepare monthly and annual reports on each of the above areas of responsibility with respect to statistical and demographic data, income, expenses and net proceeds; and
- Perform other duties as required.

RELATIONSHIPS – All staff and volunteer roles on the Landmarks team are interdependent.

- Development Coordinator regularly coordinates with other team members, to ensure effective cross selling of programs, Library and Archive resources, Museum Store, membership and fundraising events.
- Development Coordinator may supervise interns, program assistants and volunteers.
- Development Coordinator reports to the Executive Director.

COMPENSATION AND WORK SCHEDULE – Our facilities are open year-round, and our hours of operation include evening, weekend and holiday work. The Development Coordinator position is an exempt, salaried position entitled to benefits and guided by policies and procedures as outlined in the Employee Manual, which can be revised periodically.