



The Arsenal, 830 Fifth Avenue, Room 203 New York, NY 10065

JOB DESCRIPTION

Position: Development Manager
Salary: \$55,000-70,000

The Historic House Trust of New York City, Inc. (HHT) was founded in 1989 as a private partner to NYC Parks for the preservation and promotion of 23 historic house sites owned by New York City and located in public parks.

PRIMARY RESPONSIBILITIES

Working with the Executive Director, Board of Directors and Development Committee create and implement a development plan to grow the organization. Steward relationships with HHT's current roster of foundation, corporate, government and individual donors and develop new partnerships.

- Lead grant writing efforts, including conducting prospect research, building the grants calendar, writing narratives, creating and overseeing budgets and crafting financial reports.
- Manage the Founders Award Dinner, HHT's annual fundraising gala which celebrates the HHT houses and attracts over 300 Board Members, corporate supporters, government officials and NYC cultural enthusiasts.
- Create and implement cultivation events for members and the board.
- Cultivate HHT's Individual and Corporate Membership programs
- Manage Raiser's Edge database of donors (gift entry, reports, etc.)
- In time, oversee Development Assistant and/or Intern(s)
- Perform other development tasks with strong attention to detail, such as donor appeals and related acknowledgements and misc. correspondence
- Coordinate HHT Development Committee meetings, take meeting minutes, prepare financial reports and forecasts.
- Create and oversee marketing and promotional initiatives to broaden HHT's profile.

QUALIFICATIONS

The successful candidate will have a Bachelor's Degree in History, Fine Arts, Museum Studies, Finance, or similar degree required; Minimum 3 years of experience in development, membership, and/or fundraising at an arts, preservation or similar non-profit organization. Individual must have superior, nuanced writing and communication skills, demonstrated experience in successfully writing and receiving grants, managing budgets and multitasking as part of a small team. Proficiency with Microsoft Office suite and Raiser's Edge required. Position offers excellent benefits and great working location in Central Park. NYS Driver's license required.

Interested candidates should email a cover letter and resume to *Development Manager Search*, hhtjobs@historichousetrust.org . For more information on the Historic House Trust, please visit www.historichousetrust.org.