



Schwenkfelder Library & Heritage Center
DEVELOPMENT OFFICER
 Part-time (20 hours/week)

Job Description Summary

Reporting to the Executive Director, the Development Officer is involved in all aspects of fundraising and financial support for Schwenkfelder Library & Heritage Center (SLHC). In concert with the Board Development Committee, other Board members, staff, and volunteers, this team member oversees all aspects of donor relations and stewardship ensuring all donors are properly cultivated, solicited, and recognized. This person will represent the mission of the SLHC to develop relationships that will benefit SLHC, its donors, and the community. The Development Officer abides by the current Association of Fundraising Professionals Code of Ethical Principles and Standards for fundraisers.

Key Responsibilities

- Create and implement a development plan to meet short-term and long-term fundraising goals that complement institutional strategy, including:
 - Plan, organize, direct, and evaluate the annual fund campaign, including an annual report.
 - Acquire and steward sponsorships for the Penn Dry Goods Market.
 - Create and implement a planned giving program.
 - Assist with grant writing.
- Build and manage a portfolio of prospects, developing ongoing relationships with prospects and donors throughout the cultivation, solicitation, and stewardship processes.
- Supervise the execution of policies and procedures to ensure a high level of accuracy and to maintain the integrity of the DonorPerfect database system.
- Educate internal and external constituents, (staff, volunteers, etc.) to understand the available fundraising resources and the process for collaboration with the development staff when seeking funding.
- Coordinate all fundraising activities with the Board Development Committee, and attend Board and staff meetings as required by the Executive Director.
- Perform similar or related duties as required.

Qualifications:

- Excellent interpersonal skills to communicate effectively and confidently with donors at all levels, staff, volunteers, and visitors.
- Proven ability to craft and deliver compelling messages for support orally and in writing.
- Proven ability to be self-directed and organized, to initiate projects, to work independently while within a team, and to stay calm under pressure.
- Comfortable working with confidential financial and donor information.
- Interest in history and/or Pennsylvania German culture.
- Intermediate knowledge of Microsoft Word, Excel, and Outlook. Familiarity with DonorPerfect desired but not required.
- At least 2 years of experience in fund-raising management, preferably in museum or cultural organizations
- Baccalaureate or higher degree

- Membership in Association of Fundraising Professionals and/or CFRE accreditation desired but not required.

Additional Notes on the Position

- Employment is contingent upon a satisfactory criminal background check.
- There may be the occasional weekend or evening program or meeting to attend.
- Moderate physical activity, such as standing and/or walking for a few hours at a time and handling average-weight objects/boxes.
- SLHC is a 501(c)(3) non-profit organization and Equal Opportunity Employer. Employment is open to all, regardless of age, color, disability, gender, gender identity, gender expression, national origin, political affiliation, race, religion, sexual orientation, genetic information, veteran status, or any other basis protected by law.

Salary and benefits

An annual salary of \$25,000 is for 20 hours per week. Schedule will be set in consultation with Executive Director as well as ability to negotiate working remotely at least part of the time. Institutional holidays paid when they fall on an established workday. Personal Time Off based upon years of SLHC service.

About the Schwenkfelder Library & Heritage Center

The Schwenkfelder Library & Heritage Center in upper Montgomery County, Pennsylvania preserves and interprets the story of the Schwenkfelders and the people of the Upper Perkiomen Valley with archival, library, and museum collections of specifically Pennsylvania German cultural interest from the sixteenth century to the present. The Heritage Center seeks to preserve and interpret this rich culture still prevalent in upper Montgomery County through educational and humanities programs for all ages that encourage attendees to explore their own identities or simply to learn about vibrant cultural traditions.

Mission statement: The Schwenkfelder Library & Heritage Center, with its internationally recognized collections and research facilities, engages visitors in exploration of the themes of religious freedom, tolerance, migration, and heritage in their own lives and the lives of their families through the stories of the Schwenkfelders and the Pennsylvania Germans of the Perkiomen region - people whose bonds of faith, family, and community tell a fundamental American story.

To apply

Send a cover a letter indicating interest, a resume, and 2 references by September 13, 2021 to:

Beth A. Twiss Houting
Executive Director
Schwenkfelder Library & Heritage Center
105 Seminary Street
Pennsburg PA 18073

Or email to info@schwenkfelder.com.

Position open until filled, with goal to hire by October 2021.