

# PRESERVATION RESOURCE CENTER

— of NEW ORLEANS —

## Director of Development

### Job Summary

The Preservation Resource Center (PRC) is the premier advocate for the preservation of New Orleans' historic neighborhoods, architecture, and culture. The Director of Development leads the organization's fundraising program. The Director of Development reports to the PRC's Executive Director to craft and implement a comprehensive development strategy that meets the PRC's annual contributed revenue needs, which account for a large portion of the organization's \$2M operating budget each year. The Director of Development oversees a team of two development professionals and serves as a member of the organization's leadership team.

The Director of Development must possess meaningful experience in high-functioning development offices, a track record of success in face-to-face donor cultivation and solicitation, experience managing staff, and exposure to large-scale capital and/or special initiative fundraising campaigns.

The Director of Development designs and executes the PRC's comprehensive annual fundraising program, employing tactical strategies to attract funding from individuals, corporations, public and private foundations, memberships, and special event opportunities. The Director of Development is entrepreneurial in their approach, identifying opportunities to upgrade existing individual and institutional donors, expanding and diversifying the PRC's prospect pipeline, and serving as the organization's primary frontline fundraiser.

The Director of Development plays a central role in the planning, launch, and implementation of campaign efforts, working in concert with the organization's senior leaders and outside fundraising counsel to bring the goals of the campaign to fruition.

### Duties & Responsibilities:

- Establish and grow an individual major gifts program for the PRC, with an emphasis on attracting new individual supporters at the \$5K+ level to invest in the organization's work.
- Conduct ongoing prospect research to identify new potential sources of major individual and institutional support; establish a robust prospect pipeline to help guide annual fundraising efforts.



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- Implement stewardship strategies to engage current donors and deepen donor ties to the
- organization.
- Identify and secure sponsors to underwrite the PRC's major events and programs, which include Holiday Home Tour, Spring Home Tour, Mid-Century Modern Home Tour, Beams and Brews, Julia Jump, and educational programs.
- Provide high-level oversight for the planning and execution of the PRC's signature annual events.
- Establish and manage a planned giving program for the PRC.
- Support the PRC's Board of Directors and Executive Director in all fundraising activities.
- Monitor and evaluate progress toward annual fundraising goals.
- Work collaboratively with other staff members to advance the overarching strategic aims of the PRC.
- Coordinate with the Operations Director on membership and grant plans.
- Will administer and engage a PRC Development Committee to increase reach and donors.

## **Qualifications & Skills:**

- A bachelor's degree is required.
- At least five years of experience as a development professional, in roles of progressively increasing responsibility.
- An enthusiastic embrace of the PRC's mission, vision, and values.
- Proven ability to create and execute comprehensive development plans that integrate strategies to secure support across all contributed revenue streams.
- Demonstrated record of success in building individual donor relationships and personally closing major gifts.
- Experience managing or serving as a team member for a campaign effort.
- Expertise in managing public and private grants.
- A track record of success in managing staff teams or staff members.
- Experience overseeing or executing special events and securing special event sponsorships.
- A basic working knowledge of planned giving vehicles.
- A basic understanding of membership programs.
- Knowledge of, and/or exposure within, the New Orleans philanthropic community.
- Superlative written and oral communication skills.



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- Solid interpersonal skills; a positive attitude; genuine concern and care for people and community; common sense; the ability to hear the perspectives of others.
- A commitment to collaboration; a willingness to work with staff, Board members, and other stakeholders when needed.
- Experience with CRMs; proficiency in Raiser's Edge is additive.

## **Working Conditions & Physical Requirements:**

- This job requires regular evening and weekend work, and work in off-site locations, including construction sites.
- Applicants must have reliable transportation.
- Applicants should be able to walk or stand for long periods of time and lift 25 pounds or more.

**Preservation Resource Center of New Orleans (PRC)** *preserves New Orleans' historic architecture, neighborhoods and cultural identity through collaboration, empowerment and service to our community. Founded in 1974, PRC is a non-profit organization that has restored more than 1,500 properties citywide and has assisted countless individuals with their own renovation efforts through its outreach and advocacy programs. PRC provides resources and education to convey the economic, cultural and aesthetic importance of historic architecture in New Orleans and throughout the world. For more information about PRC and its revitalization efforts, call 504.581.7032 or visit [www.prcno.org](http://www.prcno.org). Connect with PRC on Facebook and Instagram (@PRCNOLA).*

