



Job Title: Development Director

Job Type: Full-time, exempt

Reports To: Executive Director

Location: Hybrid (remote; on-site in Newcastle, Maine; occasional travel elsewhere required)

Position Summary

Frances Perkins Center (FPC) is seeking a dynamic, collaborative, and visionary **Development Director** to ensure financial sustainability and build the financial capacity of our rapidly growing organization. This pivotal role goes beyond traditional fundraising—it's about inspiring others to become part of our story and building enduring relationships with those who share our passion for Frances Perkins and the work of FPC!

The Development Director will be responsible for managing all development activities and staff, refining existing processes while building pathways for growth that include all areas of engagement and income opportunities. The ideal candidate will be comfortable designing, executing, and providing oversight of a comprehensive advancement program that includes grants strategy and writing, major gifts, individual and foundational giving, corporate sponsorship, planned giving, special events and retail revenue, and supporter engagement.

About the Frances Perkins Center

Founded in 2009, the Frances Perkins Center is a nonprofit organization dedicated to preserving and upholding the legacy of Frances Perkins, the woman behind the New Deal. FPC led the campaign to establish the Frances Perkins National Monument, designated in December 2024, and is now the official philanthropic partner of the national monument. In addition to supporting monument operations in partnership with the National Park Service, FPC is focused on inspiring current and future generations to understand and uphold the government's role in providing social justice and economic security for all. Our work is guided by Frances Perkins' effective leadership style and one woman's power to change the world.

As the Development Director, you will be accountable for achieving annual development goals and overseeing a strategic engagement program, including:

Direct Fundraising and Stakeholder Engagement (50%)

- Leading major donor pipeline development and solicitation, with an emphasis on growing annual operational giving in the first year.
- Growing and maintaining a portfolio of foundation and institutional philanthropy, with an emphasis on securing multi-year restricted and unrestricted grants.
- Crafting compelling cases for support that inspire renewed and increased giving.
- Engaging supporters and partners through strategic communications and messaging via website, special communications, and collateral materials in collaboration with the Executive Director.
- Leading successful fundraising and cultivation events and creating unique opportunities for donor engagement.
- Serving as a compelling ambassador by representing FPC at events and prospecting opportunities.

Advancement Program Strategy, Management, and Planning (50%)

- Shaping, executing, and managing all areas of organizational income opportunities to build and diversify revenue streams, including major gifts, planned giving, grants, foundational and institutional gifts, corporate sponsorships, income-generating events and programs, appeals, grassroots fundraising, and more.
- Managing all development operations including CRM integrity, departmental resources, moves management, and the work and performance of a small team.

- Tracking and assessing income metrics and projections, including participating in annual budgeting.
- Ensuring strategic philanthropic messaging is thoughtfully included in organization operations, programming, and interactions, and that staff are trained and supported in conveying this.
- Serving as the liaison between development staff and the board's Development Committee.
- Preparing and presenting information as requested for board, annual, and/or grant reporting.
- Collaborating across teams to set timelines, communicate progress, and share resources.
- Supporting efforts to strengthen and monitor the impact of FPC's work.
- Administrative and other duties as assigned.

Desired Qualifications & Qualities

- Minimum five years of professional development experience with an emphasis on strategic program management, major donor solicitation, and staff management.
- Experience working closely with high net-worth individuals, families, and professional advisors. Comfort engaging strangers in conversation and actively networking in public and private settings.
- Proven ability to develop strategic long-term donor relationships while achieving bottom-line results.
- Persuasive communicator with excellent interpersonal and written communication skills.
- Commitment to and enthusiasm for the [FPC mission and vision](#).
- Self-motivated, positive, and hands-on attitude, willing to operate cross-departmentally to support a growing organization. Experience working in hybrid, virtual, and in-person settings a plus.
- Demonstrated project and data management skills with exceptional attention to detail.
- Demonstrated experience in successful event planning and execution.
- Ability to operate computers and assigned software, including (not limited to) proficiency in all Microsoft Office applications, Slack, and fundraising tools such as Blackbaud's *Altru* and iWave.

Working Conditions, Travel & Physical Demands

- On-site work is performed in a shared office environment in Newcastle, Maine; and remote work is performed in a home office.
- Some travel is required including occasional evenings and weekends. Candidates should be comfortable travelling within the region and nationally.
- This role requires that candidates occasionally move around a historic building, property, and trails, including stairs and uneven ground.

Compensation and Benefits:

The salary range for this full-time (40 hours/week, exempt) position is \$70,000 - \$88,000, commensurate with experience.

Generous additional employee benefits include employer-sponsored medical, dental, and vision insurance; an IRA program with matching contribution; generous paid time off; opportunity to work with a dedicated and passionate team; and a chance to make a difference and craft the future of a growing organization!

To Apply:

Interested candidates should send a resume and a cover letter explaining why they are interested in this opportunity and how it is well aligned with their strengths to ahatch@francesperkinscenter.org. We encourage interested candidates to apply as soon as possible; applications will be reviewed and interviews held on a rolling basis. The position will remain open until the right candidate is hired.

Nondiscrimination:

The Frances Perkins Center is an equal opportunity employer which recognizes and encourages people of all identities to apply. The organization does not discriminate against any person on the basis of race, national origin, ancestry, public assistance, ethnic background, religion, marital status, economic class, age, disability, sex, creed, veteran status, sexual orientation, gender identity/expression, and any other legally protected characteristic. The Center complies with all applicable national, state, and local laws pertaining to nondiscrimination and equal opportunity.