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VERMONT HISTORICAL SOCIETY

Job Title: Director of Stewardship & Public Relations

Pay Grade (VT State equivalent): 27

FLSA Status: Exempt, Full-time

Reports to: Executive Director

Last Revised: November 10, 2021

General Description:

The Director of Stewardship & Public Relations plans, supervises, and executes the membership, fundraising, grant-writing, stewardship, public relations, and marketing functions of the Vermont Historical Society, a 501(c)(3) non-profit organization. This is an exempt, full-time, permanent position reporting to the Executive Director.

Primary Responsibilities:

- Supervise the Stewardship and Public Relations team, including PR & Guest Services Coordinator and Membership & Operations Assistant.
- Design and execute the yearly and long-term development plans, including membership, annual appeal, special project funding, capital needs, and special events.
- Manage and grow planned giving and major gift prospects.
- Oversee the public relations functions of the society, including press, social media, printed materials, paid advertising, electronic communication, brand fidelity, and responses to patron communications.
- Represent VHS in contacts with various civic, cultural, and business organizations.
- Serve as a member of the senior staff of the Vermont Historical Society, helping to set strategic and logistical goals, provide a voice in leadership conversations, and implement organization-wide initiatives.
- Work closely with VHS board members to grow engagement and giving. Staff the Stewardship and Public Relations committee of the board of trustees.
- Other duties as assigned

Relationships:

The Director of Stewardship and Public Relations supervises the Stewardship and Public Relations Department. The Director of Stewardship and Public Relations reports to the Executive Director and works collaboratively with other VHS staff, VHS committees, volunteers, and a wide range of partners locally, regionally, and nationally.

Environmental Factors:

- Most duties will take place in a regular office setting
- Travel will be required, for which a valid driver's license is required and private means of transportation must be available.
- Occasional weekend and evening work will be required.

Required Qualifications & Experience:

- Bachelor's degree, with at least six years of experience within a professional fundraising setting.
- Excellent verbal and written communications skills.
- Strong interpersonal skills and the ability to work in a collaborative environment.
- Knowledge of fundraising principals and ethics.
- Skills in the use of the full Microsoft Office Suite and fundraising software.

Desirable Qualifications & Experience:

- Master's degree or CFRE or equivalent, and at least 5 years of successful fundraising experience for a historical or cultural non-profit organization.
- Proficiency in annual giving, stewardship and membership relations programs
- Skills in the use of Raisers Edge fundraising software.
- Knowledge of Vermont's philanthropic community.