



32 Washington Ave, Schenectady, NY 12305 - (518) 374-0263
www.schenectadyhistorical.org

The Schenectady County Historical Society seeks a uniquely qualified individual to serve as the Development Officer and Collections Manager. This dual position incorporates fundraising (70%) with managing the SCHS's broad collection of historic artifacts (30%).

JOB DESCRIPTION

As Development Officer (70%), this position works with the Executive Director to build financial support for SCHS through annual, major, and planned giving campaigns, donor relations, nurturing and growing membership programs, procuring corporate sponsorships, and grant-writing. The candidate will cultivate and maintain relationships with individuals, businesses, and foundations to secure financial support for the SCHS.

As Collections Manager (30%), the candidate is responsible for management and care of SCHS' 10,000+ historic artifacts, including cataloging, storage, preservation, and research, and is responsible for the acquisition, accession, and deaccession of items. The candidate will also assist the SCHS team in developing exhibits, writing articles, and other research related tasks.

Duties:

Collections Management:

- Manage SCHS collections care, management, storage, receipt, accessioning and deaccessioning, cataloging, labeling, and documentation of objects acquired for SCHS collections while adhering to best practices
- Manage PastPerfect Web Edition, SCHS' cloud-based collections management system, ensuring the accuracy and completeness of records by reviewing, updating, implementing, and enforcing adherence to data standards
- Develop, maintain, and implement the Collections Management Policy and Collections Development Plan, building and diversifying the SCHS artifact collection
- Supervise collections volunteers and interns
- Assist where needed, including but not limited to administrative and operational tasks and special events

Development:

- Manage and cultivate a portfolio of corporate and individual, and foundational gifts by identifying, cultivating, soliciting, and stewarding donors
- Manage and nurture SCHS membership program, developing strategies to grow membership
- Actively seek corporate support by developing sponsorship proposals and solicitations for businesses
- Develop and execute annual appeals and campaigns
- Develop and execute activities targeting one-time, recurring, and major gifts, bequests, and planned giving
- Research grants that support SCHS, and assist with the preparation of grant proposals and reporting
- Work with the Executive Director to develop, plan, and execute fundraising events, including the Festival of Trees

- Work with the Administrative Officer to manage and build DonorSnap database
- Attend Development Committee monthly meetings and maximize board engagement with development
- Represent SCHS at all fundraising events
- Assist where needed, including but not limited to administrative and operational tasks and special events

Qualifications

This position requires a motivated, polished individual with exceptional written, oral, and digital communication skills as well as proven expertise in solicitation of gifts, fundraising principles and techniques, and grant-writing. The incumbent will have a Bachelor's degree and five years' experience in nonprofit development, philanthropy, museum management or related fields, as well as capacity in collections management and an understanding of museum artifact best practices. A Master's degree is preferred. Demonstrated success in creating and cultivating long-term relationships with individual/major donors, or securing donors, major gifts, event sponsors, or corporate funding is also preferred.

They will be comfortable working independently as a self-starter, and have the ability to effectively manage ongoing projects alongside unanticipated occurrences. The ideal candidate is a highly organized, innovative multi-tasker with excellent attention to detail, and excellent interpersonal skills.

Digital literacy is a necessity of this position; candidates must be proficient in various technology platforms including Google Drive/Docs and social media tools, and be ready to learn PastPerfect and DonorSnap databases.

Terms

This is an exempt salaried full-time position requiring a total of 35 hours per week with some evening and weekend hours, including at least one Saturday a month. In joining a small, dynamic staff, candidates must be open to collaborative scheduling priorities and shared administrative duties. Candidates must have a valid US driver's license and access to a car for travel between SCHS sites. Full-time employee benefits include medical insurance, retirement account, paid sick leave, holidays and vacation time. Salary range is \$47,000 - \$50,000.

About the Schenectady County Historical Society

The Schenectady County Historical Society brings to life the region's dynamic history at the Mabee Farm Historic Site in Rotterdam Junction and the Grems-Doolittle Library and the Schenectady History Museum in the historic Stockade district of Schenectady. Featuring interactive exhibits, talks, workshops, concerts, education programs and community events for all audiences, SCHS shares stories, inspires dialogue, and encourages understanding of the history, people, and cultures of Schenectady County.

SCHS is committed to being an inclusive organization, as an Equal Opportunity Employer, does not discriminate in its hiring or employment practices on the basis of race, color, creed, religion, gender, age, national or ethnic origin, physical or mental disability, military or veteran status, marital status, sex, sexual orientation, gender identity or expression, genetic information, predisposition or carrier status, domestic violence victim status, familial status, dating violence, or stalking, or any other category protected by applicable federal, state or local laws.

Employment at SCHS is contingent upon an acceptable background check result.

To Apply

Please send a resume, cover letter, and a short writing sample to Mary Zawacki at director@schenectadyhistorical.org.