

THE NATIONAL SOCIETY OF THE COLONIAL DAMES OF AMERICA  
HEADQUARTERS AT DUMBARTON HOUSE  
2715 Q STREET NORTHWEST, WASHINGTON, D.C. 20007-3071  
VOICE (202) 337-2288 · WWW.DUMBARTONHOUSE.ORG · FAX (202) 337-0348

**POSITION:** Assistant Director, Annual Fund and Grants **DATE:** August 2016

**REPORTS TO:** Director of Development DoD

**SALARY:** Based on experience

**SUMMARY:** Responsible for overall success of the *Friends of Dumbarton House* annual fund. Directs and administers all aspects of annual giving to include: mailings, communications and reports, donor databases, gift processing, special events, and donor recognition and stewardship. Responsible for locating, researching, and writing proposals to develop funding applications for a wide variety of community and business grant makers. Represent institution at relevant professional and community events. Perform other duties as assigned. Perform duties on- and off-site according to established policies, guidelines and accepted practices, under the DoD's general supervision. Duties may involve working outside of normal work hours.

**DUTIES:**

1. Coordinate annual *Friends* fundraising campaign, to include creating (in coordination with board leadership) solicitation materials; preparing and distributing twice-monthly contribution reports to board; managing Executive Director and DoD's communication with major donors; implementing mid-year reminders to non-renewing donors; and supporting board members as needed.
2. Manage donation processing to include creating gift entry policy to produce appropriate reports for analysis and reconciling with accounting, supervising data entry to ensure accuracy and promptly acknowledging all gifts.
3. Research grant makers that will help fund projects and programs. Develop and maintain master calendar of request for proposal dates.
4. Coordinate grant applications. Work with Executive Director and DoD to establish annual grant plan; secure staff input for applications; draft, review, and revise applications; ensure submission deadlines are met; communicate with funders as needed; ensure grants are publicly acknowledged; and report on progress as required.
5. Assist Development Officer with *Annual Report* creation. Develop and implement additional donor cultivation/recognition strategies.
6. Establish and maintain professional and community contacts across the region, represent Dumbarton House at relevant forums and events, and cultivate persons and partnerships to support institutional efforts.
7. Comply with The National Society of The Colonial Dames of America Employee Handbook and Institutional Code of Ethics.
8. Perform other duties as assigned by the DoD.

**Coordinating authority with regard to:** All Staff: content development for grant applications  
**Federal Fair Labor Standards Act (with FairPay Rules) status:** Full Time, Non-Exempt.

**QUALIFICATIONS:**

- Bachelor's degree, advanced degree or coursework preferred;
- Strong written and oral communications skills, team-player;
- High degree of initiative and attention to detail;
- Highly organized, with a proven ability to work well under pressure and manage multiple projects and deadlines;
- Diplomacy, ability to maintain high level of poise and professionalism in all circumstances;
- Unquestioned ethics and professional standards;
- General knowledge of tax laws and other applicable guidelines and regulations related to charitable giving and fundraising, including planned giving;
- Experience working with donor management software (DonorPro helpful) and ability to train others in its use;
- Experience with development and proposal writing preferred;
- Enthusiasm for the preservation/education mission of Dumbarton House and The National Society;
- Strength, dexterity, and mobility to perform all duties, including lifting objects, stooping, bending, climbing stairs, and working in tiring and uncomfortable positions.

**To Apply:**

Please send cover letter and resume to [GingerBower@DumbartonHouse.org](mailto:GingerBower@DumbartonHouse.org) with **Assistant Director Position** as the subject. No phone calls please.