

# GEORGE MASON'S GUNSTON HALL

## Director of Development

George Mason's Gunston Hall, a National Historic Landmark located on scenic Mason Neck in Fairfax County, Virginia, is pleased to announce an exciting new opportunity for an entrepreneurial and action oriented leader to create and build a sustainable program of philanthropic giving. Having recently embraced a mission to stimulate the exploration of democratic ideals as first presented by George Mason in the 1776 Virginia Declaration of Rights, we are seeking a passionate and innovative leader with the vision, energy, and ability to inspire, develop, and implement a vibrant and strategic program of institutional advancement. In collaboration with the Commonwealth of Virginia and The National Society of The Colonial Dames of America, we have also adopted a new 20-year master plan that calls for more than \$60 million in capital projects.

The ideal candidate will possess a compelling vision for a dynamic program of philanthropy at a cultural organization, a passion for building and sustaining relationships, an enthusiastic commitment to cultivating and soliciting support, a dedicated commitment to exceptional service, a sincere desire to meet community needs, and a strong belief in the importance of ongoing personal and professional development.

### Description of Duties:

Reporting to the Executive Director, the Director of Development is a senior leadership position responsible for the design, planning, execution and evaluation of Gunston Hall's development and membership programs. Primary areas of emphasis include donor stewardship, developing fundraising campaigns, soliciting and closing major gifts, building relationships with internal and external stakeholders, cultivating an active portfolio of 50-75 prospects and donors, implementing a membership program, managing fundraising events, and collecting and managing confidential information.

The Director of Development is also responsible for actively leading and supporting the advancement of the organization, the development of the Gunston Hall team, and the achievement of organizational sustainability and excellence.

In line with organizational objectives, values, and standards of excellence, we are seeking an individual possessing the following:

- Demonstrated and successful leadership in diverse and vibrant settings.
- Demonstrated success designing and implementing solicitations, campaigns, and events resulting in major gifts and measurable financial results.
- Demonstrated success cultivating and sustaining strong relationships with diverse constituencies resulting in major gifts and measurable financial results.
- Exceptional organizational and data management skills.
- Experience providing and supporting exemplary guest service.
- Ability developing and achieving goals, managing projects, implementing budgets and business plans, and meeting targeted deadlines.
- A commitment to pursuing entrepreneurial and innovative initiatives.
- Exemplary communication skills and a commitment to effective team-based communication.

- Experience creating, supporting, and sustaining environments in which a unified team works for organizational excellence.
- A positive attitude, energetic personality, motivational spirit, and creatively open mind.
- A commitment to excellence.

Qualifications for this position include:

- A Bachelor's degree and minimum of three years progressive experience and demonstrated success in fundraising are required.
- Experience within a cultural organization, museum, or historic site is preferred.
- Experience with public / private partnerships is preferred.
- Knowledge of George Mason, Gunston Hall, the Virginia Declaration of Rights, and historic sites is desirable.
- Must be available to work weekends, holidays and/or evenings as needed.
- Must be able to travel as needed.

This position is a full-time, salaried, and classified as exempt. Compensation will be based on qualifications. Performance will be evaluated based on the achievement of collaboratively determined team and personal goals specific to the requirements of the position.

Gunston Hall, the home of George Mason, aspires to utilize fully its physical and scholarly resources to stimulate the continuing public exploration of democratic ideals as first presented by George Mason in the 1776 Virginia Declaration of Rights. Accredited by the American Alliance of Museums and a National Historic Landmark, Gunston Hall was built by George Mason from 1755-1759. Today, the site includes Gunston Hall; reconstructed outbuildings; a visitor center, museum, event facility, and museum shop; and 550 acres of diverse landscape situated along the Potomac River in Fairfax County, Virginia. For more information, please visit [www.gunstonhall.org](http://www.gunstonhall.org).

**Review of candidate materials will begin immediately with an application deadline of November 30, 2016. Please email your application to [gunstonhallsearch@gmail.com](mailto:gunstonhallsearch@gmail.com). The application should include a resume with contact information for at least three professional references and a letter of interest addressed to Dr. Brent Glass, c/o Bryan and Jordan Consulting LLC, 1921 Sunderland Place NW, Washington, DC 20036.**

**Hard copies of application packages may be mailed:**

**Dr. Brent D. Glass  
c/o Bryan and Jordan Consulting LLC  
1921 Sunderland Place NW  
Washington, DC 20036**

Gunston Hall is an equal opportunity employer.