



Title: Development Director

Job Type: Part-time, exempt

Reports to: Executive Director

Salary Range: \$35,000 - \$40,000 per year

Schedule: Average of 20 hours per week

Application Deadline: May 15, 2026

Connecticut Landmarks (CTL), a non-profit that manages a state-wide network of historic house museums, seeks an experienced fundraising professional with strong communication skills to augment and diversify philanthropic support for the organization and expand awareness of its mission, programs, and value across the state. The successful candidate will devise and implement a comprehensive fundraising plan including communications and financial goals, metrics, and milestones. The incumbent joins our core staff and will work closely with the Executive Director (ED), the Development Committee of the Board of Trustees and the Board to implement integrated, dynamic, and impactful fundraising initiatives that strengthen and advance CTL's mission.

Essential Duties

- Develop a scaled fundraising plan with a three-year outlook that includes major gifts, planned giving, membership, corporate donations, fundraising events, grants, and in-kind resources.
- Work with the ED and the Board to steward current and lapsed donors to increase their giving. Provide coaching and training to the ED and Board to develop their stewardship and solicitation skills.
- Work with the ED and Board to identify new donors and funding sources by cultivating relationships with individuals, community partners, foundations, corporations, and elected officials. Conduct regular outreach to strengthen relationships that reinforce the organization's value.
- Develop and maintain a portfolio of prospective donors capable of making major gifts and initiate fundraising initiatives through regular and targeted efforts and partnerships.
- Attend CTL programs where appropriate to develop and steward relationships with existing and potential donors.
- Work with the ED and Board to develop individual fundraising efforts, capital campaigns, event sponsorship, and Board giving
- Create and maintain a development stewardship calendar; schedule meetings and provide debriefing materials to the ED when needed.
- Oversee the data collection process; drive analysis, establish performance measures, and monitor results to evaluate the effectiveness of the fund development program. Regularly share analysis and key performance indicators with senior management and Board.
- Work with program and marketing staff to identify project funding opportunities; create summary descriptive materials for fundraising outreach that can also be used for marketing and other outreach purposes.
- Contribute content to the annual report; create data-driven fact sheets and briefing documents for external meetings and engagements.
- Support grant application process as administered by grants manager, including giving input on funding proposals, grant applications, reports, and letters of introduction. Lead major fundraising initiatives, while working with staff, committees, and volunteers to plan and execute special events; coordinate vendors, and host venues as appropriate.

Qualifications

This position requires a motivated, polished individual with exceptional written, oral, and digital communication skills as well as proven expertise in fund development including donor/organizational relationship development and stewardship and well as success in grant-writing for foundations, government and corporations. The successful candidate will possess the following traits:

- Bachelor's degree, and five years' experience in nonprofit fund development with proven record of success.
- Background in arts, museums, or non-profit organizations preferred;
- Comfortable working independently as a self-starter and collaboratively as a team leader, with the ability to identify workflow priorities to effectively manage ongoing commitments alongside unanticipated occurrences;
- Excellent written and oral communication skills including experience making presentations to a wide variety of constituencies;
- Highly organized, innovative multi-tasker who is systematic and timely in their outreach, and can articulate CTL's mission persuasively based on a passion for its work and a full and nuanced understanding of its program areas;
- Exercise good judgment, self-discipline, and discretion to build positive "can-do" working relationships among various constituencies including the Board.
- Proficient in technology platforms including Blackbaud Altru, Microsoft Office Suite, WordPress, and CRM databases. HTML coding and/or graphic design software is a plus.

Terms

This is a part-time position requiring a total average of 20 hours per week with some evening and weekend hours for special events and programs. In joining a small dynamic staff, candidates must be efficient with their time and adaptable to teamwork that may require collaborative scheduling priorities and shared administrative duties. Candidates must also have a valid US driver's license and access to a car for travel to meetings, events, and historic sites throughout the region.

Connecticut Landmarks is an equal opportunity employer that considers all candidates for employment regardless of race, color, sex, age, gender identification, national origin, creed, disability, marital status, sexual orientation or political affiliation. Nothing in this Job Description restricts Connecticut Landmark's right to assign or reassign duties and responsibilities to this position at any time. This position is at-will, which means that it can be terminated by the employee holding the position, or by Connecticut Landmarks, at any time, with or without notice or cause.

How to Apply

Interested applicants should submit a cover letter, CV/resume, and two work samples (development plan, donor solicitation packages, letters of introduction, etc.) to: Robert Brock, Executive Director, robert.brock@ctlandmarks.org by May 15, 2026.