



FORT TICONDEROGA

Director of Development

Fort Ticonderoga is a non-profit educational organization, museum, historic site, center of education, and major cultural destination. We are committed to an authentic and engaging visitor experience in all facets of our public engagement and programs on site and globally through our Center for Digital History. Fort Ticonderoga utilizes its 2000-acre landscape, historic structures, museum exhibits, and vast collections to educate visitors on-site and across the world through digital platforms.

Vision:

We aspire to enrich the human experience and strengthen citizenship by fostering critical thinking, historical literacy, and an appreciation of beauty.

Mission:

Fort Ticonderoga preserves, educates, and provokes an active discussion about the past and its importance to present and future generations. We foster an on-going dialogue about citizens, soldiers, and nations through America's military heritage.

Duties and Responsibilities:

The Development Director, working in partnership with the President and CEO, will lead the development program including the annual fund, capital campaign, special project funding, corporate giving, direct mail, membership, grants, planned giving, plan and implement fundraising and cultivation events, and , assist the President and CEO with the major giving program.

Responsibilities

- Develop and execute annual fundraising plan
- Secure financial support from individuals, foundations and corporations to support all aspects of the development program
- Manage the implementation of donor software (Blackbaud Altru) and oversee staff responsible for data entry and gift processing and maximize wealth screening potential
- Support the President and CEO with the major giving program
- Create and execute a strategy for a large sustained base of annual individual donors
- Oversee Fort Ticonderoga's special fundraising including the Ticonderoga Ball, Garden Party, Gala and additional cultivation events
- Develop and track proposals and reports for all foundation and corporate fundraising
- Develop annual fundraising collateral including the Annual Report, donor communications, event invitations, digital development communications, and other material as needed

- Work in partnership with Fort Ticonderoga leadership team to ensure the development program broadly and cohesively reflects inter-departmental approach and institutional goals
- Maintain budget, measure program success, and provide regular reports to the President and CEO
- As a Fort Ticonderoga team member, it is the Event Coordinator's duty to participate in any capacity the President and CEO sets forth for him/her.

Qualifications

Exceptional interpersonal skills required. The Director of Development must have strong organizational skills and a keen attention to detail. The ability to interact effectively with a wide range of constituents and individuals expected along with the ability to manage multiple responsibilities and prioritize workload. The Director of Development must have an outstanding professional demeanor and impeccable work ethic; be enthusiastic, flexible, energetic, and committed to excellence in his/her work. He/she must strategically and passionately support Fort Ticonderoga's mission and vision and help lead a positive organization dedicated to excellence.

- BA (required), MA (a plus)
- Five-plus years experience in development
- Demonstrated excellence in organizational, managerial, and communication skills
- Knowledge of Blackbaud's Raiser's Edge and/or Altru including wealth screening
- Professional Fundraising Certification is a plus

Work Schedule:

Normal work schedule is Monday through Friday. Occasional weekend, evening, and holiday work will be required to oversee events. Occasional travel will also be required. The weekly schedule will be adjusted as needed

This position reports to the President and CEO. Salary is commensurate with experience. Fort Ticonderoga is an Equal Opportunity Employer.

To apply send letter of interest, resume, and three reference to Beth L. Hill, President and CEO, The Fort Ticonderoga Association at P.O. Box 390, 30 Fort Ti Rd., Ticonderoga, NY 12883 or e-mail bhill@fort-ticonderoga.org. For more information call 518-585-2821. For additional information on Fort Ticonderoga visit www.FortTiconderoga.org.

