



**Historic House Trust of New York City**  
**Development Director**  
**POSITION DESCRIPTION**

**OVERVIEW**

The Historic House Trust of New York City, Inc. (HHT) was founded in 1989 as a private partner to the New York City Department of Parks & Recreation for the preservation and promotion of 23 historic sites owned by New York City and located in public parks. HHT provides a wide range of services to the member houses, offering consultation on restoration, curatorial and education projects, maintenance services, and help with fundraising, promotion and organizational development. HHT raises over \$1M annually in private dollars for operating, restoration and program expenses to support these efforts and approximately \$5M in public dollars for capital projects. HHT seeks a Development Director to provide leadership as we work to diversify our funding base and expand our fundraising capacity.

**RESPONSIBILITIES**

- Work closely with and report directly to HHT Executive Director and HHT Board on corporate, foundation, government, and individual fundraising. Identify and cultivate new funding sources.
- Work closely with Executive Director to develop mid and long range fundraising strategies for the growth of the organization, as well as task oriented milestones.
- Share responsibility for prospect research, grant writing, acknowledgements, reports, and donor correspondence, with HHT's Manager of Grants and Public Programs.
- Develop annual budget for the organization. Liaise with bookkeeper to track income and expenses and produce financial reports.
- Primary lead on annual fundraising gala with approximate attendance of 300-400, other fundraising events, and the development of new events as appropriate.
- Coordinate with the individual nonprofits at the houses and Parks staff to secure funding from New York City and State elected officials for capital projects.
- Oversee membership program and maintenance of Raiser's Edge database. Reconceptualize and implement new strategies for membership, including revising benefits, diversifying membership base, and establishing young members' group.
- Expand individual giving program, including initiating major gifts/planned giving program.

**SALARY RANGE**

\$75,000 - \$90,000 (depending on experience and qualifications) + full benefits

**QUALIFICATIONS**

HHT seeks a team player who is willing to partner with the Executive Director and collaborate with the Board and Development Committee in exploring creative, relevant fundraising possibilities. Bachelor's degree needed, and minimum of five years experience in senior development positions, with a proven track record of successful fundraising. Familiarity with New York's philanthropic environment a must. Superior managerial and communication skills. Experience with Raiser's Edge v7, Quickbooks, and Microsoft Office a must. Interest in history, architecture and/or preservation a plus. Position will require occasional evening and weekend events. Valid driver's license required.

Interested candidates should mail cover letter and resume to Development Director Search, Historic House Trust of New York City, 830 Fifth Avenue, The Arsenal, Room 203, New York, NY 10065, email to [hhtjobs@parks.nyc.gov](mailto:hhtjobs@parks.nyc.gov) or, fax to: (212) 360-8201.