

**Indiana Historical Society
Job Description**



January 2023

JOB TITLE:	Director, Individual Philanthropy
DEPARTMENT/AREA:	Development and Membership
REPORTING RELATIONSHIP:	Vice President, Development and Membership
EMPLOYEES SUPERVISED:	N/A
FULL/PART TIME & FTE & TYPE:	Full time Regular
FLSA STATUS & PAY GRADE:	Exempt C

POSITION PURPOSE:

This position cultivates and retains philanthropic support for the Indiana Historical Society (IHS) through individual donors.

ESSENTIAL FUNCTIONS:

1. Maintain a portfolio of current and prospective donors
2. Work with internal partners to move donors through the gift cycle
3. Work with internal partners to create and implement ongoing stewardship and engagement efforts
4. Assist with donor cultivation and recognition events
5. Maintain thorough donor notes within shared system
6. Perform other duties as assigned.

ESSENTIAL KNOWLEDGE, SKILLS, & ABILITIES

1. Demonstrated knowledge of fundraising and nonprofit operations
2. Ability to work cooperatively and communicate across departments to complete tasks and meet goals
3. Working knowledge of donor management systems
4. Ability to communicate the value of IHS to a variety of audiences
5. Self-motivated, creative problem solver, with strong detail and organizational skills
6. Ability travel periodically and work occasional evening and weekend events

QUALIFICATIONS:

Bachelor's degree with 2 years of fundraising experience or 5 years applicable experience

PHYSICAL REQUIREMENTS:

Physical Movement – Stooping, Bending, Kneeling, and Crouching In order to reach & pick up items

Strength – Ability to lift & carry items weighing up to 35 pounds

Wrist & Visual Stamina – Ability to type and focus on a computer screen for prolonged periods of time

TOTAL COMPENSATION

IHS offers an excellent compensation package. Benefits include health, dental, life and long-term disability coverage; employer and employee funded retirement plans with American United Life – OneAmerica; employee assistance program (EAP); Pre-Paid Legal Services; flexible benefits, and generous paid time off. Free parking provided nearby, staff discounts in the Basile History Market and the Stardust Café, and reciprocal benefits at other cultural institutions in Indianapolis.

Applications

Please send a cover letter and resume to: Human Resources, Indiana Historical Society, 450 West Ohio Street, Indianapolis, IN 46202 or at hr@indianahistory.org. Applications will be accepted until the position is filled.