



THE STONINGTON HISTORICAL SOCIETY

P. O. BOX 103 • STONINGTON, CONNECTICUT • 06378 • 860-535-8445 • stoningtonhistory.org

February 8, 2021

Development Associate

The Stonington Historical Society, founded in 1895, seeks an experienced development associate responsible for implementing a comprehensive development plan that includes data management, an annual appeal, membership recruitment and retention, programs and special events, donor stewardship, and capital campaigns. Reporting to the Executive Director and working with staff members and a Development Committee, the Development Associate also manages external communications collaborating for social media posts, written press releases, website updates, and print materials.

- Oversees the administration of a robust annual calendar of development activities and events,
- Provides support for Development Committee, Executive Director, and all Board-level fundraising efforts,
- Manages, tracks, and reports on membership, donations, pledges, acknowledgments, and potential donors,
- Creates and maintains Constant Contact email campaigns, regular posts to Facebook, Instagram, and Twitter accounts,
- Writes press releases, marketing materials, and other copy,
- Pursues additional opportunities for funding from grants, advertisements, and sponsorships
- Represents and serves as an ambassador of the Society at public events and in the community-at-large

Desired skills include computer literacy, experience in Little Green Light fundraising software and databases, strong verbal and written communication skills, a Bachelor's degree or equivalent experience, and the ability to manage multiple priorities and demands in a collaborative setting.

Interest in museums and American history and/or a background in marketing and communications is preferred, but not required. This is a full-time position with some evening and weekend hours required for programs and events.

This position is available immediately and is located in Stonington, CT. Applicants should submit a letter of interest along with a current resume to

director@stoningtonhistory.org