



## Job Posting – Director of Development

Posted: 01/27/2026

### About the Position

The Director of Development manages and leads the Partnership's full range of development activities, including gifts from individuals, corporations, government, and foundation sources for annual operating needs as well as programmatic or capital projects. This position reports to the CEO, supervises a full-time Donor Relations Manager, coordinates with staff across departments, and works closely with the Board of Directors. Work requirements include four days in the office, one day remote, and occasional evening/weekend hours aligned with Park events.

### About the Organization

The Glen Echo Park Partnership for Arts and Culture (the Partnership) is a nonprofit organization that manages the programs and facilities at Glen Echo Park, a vibrant arts and cultural center located in Montgomery County adjacent to Bethesda and the Town of Glen Echo. The Park is a community of artists, educators, dancers, and performers who share their knowledge and expertise with participants and audiences of all ages and skill levels. The Partnership is dedicated to encouraging public participation in all that the Park has to offer. Our mission is to present vibrant artistic, cultural and educational offerings at Glen Echo Park and promote the Park as a unique destination for our region's diverse population. We strive to inspire creativity and offer shared artistic experiences in a welcoming historic and natural setting within a National Park. The Partnership raises funds for capital, operating and program efforts. The annual operating budget is \$3M with \$300k from government sources and \$700k from individuals/foundations/corporate donors. Capital budgets vary year to year and generally have funds from government sources varying from \$100k to \$4M with some additional private donations.

The Park property includes 6 acres of Park area and 10+ buildings which are owned by the National Park Service (NPS). These include a historic Ballroom, art studios, two children's theaters, galleries, Park offices, rental pavilion(s), a historic carousel, and other structures. The NPS have entered into an agreement with Montgomery County, MD and the Partnership to manage the property. The Partnership acts as the County's agent in fulfilling program, fundraising, promotion and management responsibilities. We partner with resident and nonresident organizations and artists to present programs with a variety of arrangements including direct presenting, co-presenting, and supporting these programs through marketing, administration, and other services. The Partnership is led by a Board of Directors who participate in fundraising and representing the organization throughout the community. Staff consists of 15 full-time employees and 30 part-time employees.

### Duties & Responsibilities

#### Development Strategy and Planning

- Design, implement, and execute a strategic fundraising plan in alignment with the organization's strategic plan for both operating and capital needs (short and long-term).
- Develop annual and long-term fundraising revenue goals, calendar, and diversified strategies targeting government, corporate, foundation, and individual donors.
- Build relationships with donors and funders, utilizing personalized strategies to secure, cultivate, retain, and upgrade support.
- Elevate the profile of Glen Echo Park, its programs, and leadership within the broader community and among potential donors.

#### Donor and Prospect Engagement

- Lead and develop strategies for cultivating government, individual, foundation, and corporate donors.
- Implement and expand the Park's annual fund (\$200k), membership, and donor programs.
- Manage a portfolio of mid and major donors/prospects, ensuring personalized communication, cultivation, solicitation, and stewardship.
- Plan donor cultivation and retention activities throughout the year, fostering engagement through programmatic experiences at the Park.

- Represent the organization alongside the CEO and board members to develop a network of relationships, foster collaboration, build support, and recruit volunteers/board members.

#### Events

- Plan and implement fundraising events, especially the annual spring gala (\$300k), collaborating with the CEO, event co-chairs, host committee, and the board.
- Develop events that align with the Park's identity and can serve as platforms for contributions.

#### Leadership Engagement

- Serve as a member of the senior leadership team with the CEO, COO, Director of Marketing, and Chief Program Officer to set organizational goals and strategies.
- Collaborate with key partners, board members, and stakeholders to identify development opportunities for specific programs and projects.
- Act as staff liaison for the Board Development Committee, preparing agendas and reports, and engaging board members in fundraising.
- Support and track staff and Board progress in fundraising.
- In partnership with the CEO and Board Governance Committee, identify and vet Board and volunteer candidates for fundraising and donor engagement.
- Prepare development reports for the CEO and Board.

#### Fundraising Communication and Tools

- Plan and execute fundraising communications strategies across all platforms.
- Integrate outreach/marketing to expand the donor base and Park campaign visibility.
- Develop and utilize fundraising materials (e.g., Case for Support, outreach emails, event collateral).
- Collaborate with program and marketing staff to craft effective messages for potential donors.
- Work with the Marketing Department to produce the annual report as a donor engagement tool.

#### Development Department Management

- Supervise one development team member, contractors, and coordinate with staff for all development activities.
- Oversee stewardship, gift accounting, and reporting, ensuring donors receive timely acknowledgments.
- Maintain the donor database and manage all financial reporting related to contributions.
- Develop donor recognition opportunities in accordance with federal/NPS guidelines.

#### Grant Program Management

- Identify and evaluate government and private funding opportunities for annual, programmatic, capital, capacity building, and special projects.
- Supervise grant research, proposal writing, and administration (foundation, corporate, government grants/sponsorships).
- Partner with the CEO as the relationship manager with funding entities and oversee grant contractors.

#### Supervisory Responsibilities

- Recruit, interview, hire, and train the Donor Relations Manager.
- Provide constructive and timely performance evaluations.
- Uphold Partnership policies and manage the daily workflow of the Development department.

#### Required Skills & Abilities

- Experience in fundraising, development planning, annual giving, and major gift cultivation.
- Knowledge of fundraising strategies, principles, and funder relations.
- Strong verbal and written communication skills.
- Marketing and communications experience related to fundraising and donor cultivation.
- Excellent interpersonal and management abilities.
- Experience directing and collaborating with staff.
- Fundraising experience in arts/cultural institutions, museums, parks, or historic sites preferred.
- Familiarity with public-nonprofit partnerships (federal/local government) preferred.



## GLEN ECHO PARK

Glen Echo Park Partnership for Arts and Culture

- Knowledge of regional philanthropy, major donors, and arts/historic activities preferred.
- Experience with membership programs and growing donors from lower to higher giving levels preferred.
- Experience in budget development, administration, and staff management.
- Proven strategic thinking, marketing, and planning skills.
- Understanding of CRM fundraising database systems.
- Proficiency with Microsoft and Google tools.
- Fluency in English for effective engagement with patrons and donors.

### Education & Experience

- Bachelor's degree required (preferably in fundraising, marketing, public relations, or business); Master's preferred.
- At least seven years of progressive nonprofit fundraising experience, including leadership roles.

### Physical Requirements

- Ability to sit at a desk and work on a computer for extended periods.
- Ability to walk or stand for long periods in a multi-facility environment, including event setup in both historic and renovated buildings (many with stairs).
- Reliable transportation, including during times when public transit is unavailable.

### Salary & Benefits

- Pay Range: \$100,000 to \$110,000 annually based upon experience
- Paid time off: 10 days of paid vacation in the first year, 7 holidays, 4 floating holidays, sick and safe leave
- 401K available after 12 months (up to 5% of salary matched, no vesting)
- Partial employer funded health plan offered (after 90 days)
- Long term disability insurance (option to participate)

### To Apply

- Application deadline: 02/27/2026. Interviews will be conducted as applications are received.
- Send resume and cover letter to: [jobs@glenechopark.org](mailto:jobs@glenechopark.org) with subject line "Director of Development".
- Applicants may be asked to demonstrate relevant skills during the interview process.
- Employment is contingent upon a criminal background check.

### Equal Opportunity Employer

Glen Echo Park Partnership for Arts and Culture is committed to equal employment opportunity and does not discriminate based on race, color, religion, creed, ethnicity, disability, sexual orientation, sex, gender identity, family responsibility, pregnancy, genetic status or information, military or veteran status, or any status protected by law. Reasonable accommodations for applicants with disabilities are available upon request by emailing [jobs@glenechopark.org](mailto:jobs@glenechopark.org). Individual accommodation determinations will be made in accordance with applicable laws.