



GLEN ECHO PARK

Glen Echo Park Partnership for Arts and Culture

Job Opportunity

Chief Development Officer

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About the Opportunity

The Chief Development Officer (CDO) is the senior executive responsible for leading and growing the Partnership's philanthropic program to support annual operating needs, programmatic initiatives, and capital projects. The CDO sets overall fundraising strategy, personally cultivates and manages relationships with the organization's largest donors and prospects, leads planning for future capital campaigns, and represents the Partnership externally alongside the CEO and others. Reports to the CEO and serves on the Senior Leadership Team.

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 Glen Echo, MD in the Washington, DC area. 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. We operate the Park in partnership with Montgomery County, the National Park Service and our many resident and non-resident program partners. The Partnership is led by a 20-member Board of Directors who participate in fundraising and represent the organization throughout the community. The organization's annual operating budget is \$3M with \$1M in contributed revenue - \$300k from government sources and \$700k from individuals/foundations/corporate donors. Capital budgets vary year to year.

Duties & Responsibilities

Development Strategy and Planning

- Develop and execute a multi-year strategy to grow individual, corporate, government, and foundation support for operating, programmatic, and capital needs. Set annual and long-term fundraising goals.
- Evaluate development infrastructure, the donor pipeline, and the fundraising event model; recommend improvements that sustain philanthropic growth.
- Raise the profile of Glen Echo Park and its programs among community members and prospective donors.

External Relations and Donor Engagement

- Identify, cultivate, solicit, and steward major donors and prospects as lead relationship manager.
- Manage a portfolio of top individual, corporate, and foundation donors with accountability for major-gift revenue.
- Create personalized strategies that connect donors with the Park's mission, programs, and impact.
- Expand the Park's \$200,000 annual fund and donor programs.
- Plan year-round cultivation and retention activities centered on Park experiences.
- Represent the Partnership externally (along with the CEO, senior staff, and board members); build relationships with donors, funders, civic leaders, and community partners.
- Serve as a visible Park ambassador at community, donor, and cultural events.
- Together with Senior Development Manager, plan integrated fundraising communications and marketing.
- Develop cases for support, and strategies for outreach emails, event collateral, and other donor materials.

Annual Gala

- Provide strategic and donor-relationship leadership for fundraising events, particularly the \$300,000 annual gala.
- Work with the CEO, board, event leaders, and development staff on sponsorships, table sales, volunteer coordination, gift tracking, reporting, and financial goals.
- Work with Board leadership and the CEO to assemble a committee and leadership for the annual gala.



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- Lead evolution of gala planning to expand yield and evaluate the success of the current structure.

Grant Program Management & Capital Fundraising

- Identify and evaluate funding opportunities for annual, programmatic, capital, capacity-building, and projects.
- Oversee grant research, proposals, administration, and outside grant-writing support.
- Prepare for future capital campaigns by planning, identifying prospects, and cultivating donor engagement.
- Plan capital fundraising for Spanish Ballroom improvements to supplement committed government funding.

Leadership Engagement

- Serve on the senior leadership team and participate in setting organizational goals and strategy.
- Act as staff liaison to the Board Development/Fundraising Committee including setting agenda with chair.
- Develop relationships with the board and implement processes to engage the board in fundraising.
- Attend board meetings and various board committee meetings in the evenings as needed.
- Track staff and board fundraising progress and prepare reports for the CEO and board.
- With CEO and board, identify and vet board and volunteer candidates for fundraising and donor engagement.
- Support recruitment of board members and volunteer leaders with the CEO and Board Governance Committee.

Development Department Supervision

- Supervise development staff and contractors and coordinate organization-wide development activities.
- Supervise the Senior Development Manager who specializes in small to mid level donors, gala logistics and implementation, and ongoing communications and data management within the department.
- Oversee stewardship, gift accounting, acknowledgments, database maintenance, and fundraising reports.

Required Skills & Abilities

- Fundraising experience in arts/cultural institutions, museums, parks, or historic sites strongly preferred.
- Knowledge of regional philanthropy, major donors, and arts/historic activities preferred.
- Experience supervising development/fundraising staff and contractors.
- Experience producing and directing fundraising events/galas.
- Experience with use of CRM fundraising database systems.
- Proficiency with Microsoft and Google tools.
- Fluency in English for effective engagement with patrons and donors.

Work Hours

Work requirements include four days in the office, one day remote, and frequent evening/weekend hours aligned with Park events and external representation of the organization. Regular office hours are 9:30 am to 6:00 pm daily but will vary depending upon events/needs of the organization. Must attend Park events on weekends and in the evenings to represent the organization or help with Park events (1-2 per month). Will also attend Board of Directors and board committee meetings in the evenings in person or via zoom (7 per year). (Comp/flex time provided when working events.)

Education & Experience

- Bachelor's degree required; Master's degree strongly preferred or comparable experience.
- At least eight 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 personal transportation, including during times when public transit is unavailable.



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Salary & Benefits

- Pay Range: commensurate with experience ranging from \$100,000 to \$130,000 annually
- 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

- Applications will be received on a rolling basis until the position is filled. Interviews will be conducted as applications are received. A criminal background check is required for all employees before hiring.
- Send resume and cover letter (required) to: jobs@glenechopark.org with subject line "Chief Development Officer".

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. Individual accommodation determinations will be made in accordance with applicable laws.