



SENIOR DIRECTOR OF INSTITUTIONAL GIVING
NATIONAL TRUST FOR HISTORIC PRESERVATION

Location – Remote/Hybrid



National Trust *for*
Historic Preservation
Save the past. Enrich the future.™

The Aspen Leadership Group is proud to partner with the National Trust for Historic Preservation in the search for a Senior Director of Institutional Giving.

The Senior Director of Institutional Giving will increase support to the National Trust for Historic Preservation by promoting and securing philanthropic support from institutional funders, which includes foundations, corporations, and government agencies. The Senior Director will have primary and strategic responsibility for all aspects of a \$5 million to \$10 million Institutional Giving program and will be the primary manager of high-level relationships with institutional funders and prospects, leading these efforts with the engagement and involvement of National Trust staff and volunteers. The Senior Director will be a member of the organization's front-line fundraising team. To assure sustainable program growth, the Senior Director will partner with department colleagues to grow both prospective donor contact, and the infrastructure needed to support that growth. Thus, the Senior Director will balance outreach and prospect contact with needed internal contacts, marketing, proposal development, development of systems, and other infrastructure building.

The National Trust for Historic Preservation has led the movement to save historic places in America for more than 70 years. The programmatic work of the National Trust focuses on four key priorities—saving America's historic sites; telling the full American story; building stronger communities; and investing in preservation's future. This valuable work is funded by passionate supporters that believe in the National Trust's mission to save our past and enrich our future. Governed by a Board of Trustees comprised of nationally recognized volunteer leaders from the fields of business, finance, marketing, urban planning, and preservation, the work of the National Trust is driven by five guiding values: diversity and inclusion, collaboration, innovation, integrity, and making a difference.

The National Trust for Historic Preservation is a privately funded, non-profit organization based in Washington, D.C. that was founded in 1949 by a congressional charter to support the preservation of historic building, sites, and heritage. The charter, signed by President Harry S. Truman, charged the National Trust with acquiring and preserving historic sites and objects of national significance. Its first property, Woodlawn Mansion in Alexandria, Virginia, was acquired in 1957. Since then, the National Trust has expanded its portfolio of historic properties and contracted affiliates to include twenty-eight National Trust Historic Sites. In 1997, Board members partnered with a group of dedicated philanthropists to form the National Trust Council, the National Trust's premiere society of donors, whose generosity enabled the organization's transition from federal funding to become a fully independent non-profit, which remains entirely privately funded, primarily through the support of donors, foundations, and corporate partners from across the United States.

Today, the National Trust is responsible for overseeing the stewardship and operations of a diverse portfolio of twenty-seven National Trust Historic Sites that are open to the public. They act through the courts, in Congress, and through public engagement to save threatened places by providing technical services and financial assistance. The National Trust also empowers partners, stakeholders, and a dynamic network of allies and advocates from across the country to protect threatened historic sites in their own communities.

The National Trust ensures that all Americans see their history in its historic places. In telling the full story of America, the contributions of women, people of color, members of the LGBTQ community, and all that have shaped this nation are brought to light. The National Trust works within communities nationwide to help residents understand the history of their community, and to demonstrate how preservation and reuse of existing properties can create economic development. Through a powerful suite of funding, networks, research, and expertise, the National Trust's passion is building a community of champions to advocate successfully for a shared past and ensure the future of the preservation movement. The National Trust champions historic tax credits; provides funding for research into the economic, environmental, and community benefits of saving historic places; and brings experts in preservation together with community historians to make lasting change.

REPORTING RELATIONSHIPS

The Senior Director of Institutional Giving will report to the Chief Development Officer, Ann McElwain, and will serve on the Development Leadership Team. The Senior Director will oversee a team of two with opportunity for growth.

FROM THE CHIEF DEVELOPMENT OFFICER

At the National Trust for Historic Preservation, we believe historic places bring vital character, strength, and context to our communities and our own understanding of our shared American experience. We are passionate about protecting these places for current and future generations. Chartered by Congress and funded through private support, we are America's leading national non-profit preservation organization. Our mission is to strengthen our nation by saving the places where our history happened, so that all people can see their stories in the places around them and spend their lives rooted in places they love.

This is an exciting time to join the Development Division of the National Trust. The National Trust concluded its most recent campaign five years ago, raising more than \$311 million in support for the National Trust and America's historic places. As we prepare to mark our 75th anniversary in 2024, we are seeking several key leadership positions to help to drive the organization's impact and sustainability for the next generation. This leadership team will be responsible for executing a comprehensive fundraising strategy to ensure the National Trust has the resources and support it needs to fulfill its mission.

I believe there is no more important time to join this effort. Together, with support from partners and champions across America's philanthropic community, we are saving places where history happened and addressing the pressing problems of climate change, social justice, and equity by elevating and advocating for the local landmarks, cultural landscapes, and underrepresented histories that tell our full American story.

—Ann McElwain, Chief Development Officer

THE NATIONAL TRUST FOR HISTORIC PRESERVATION'S COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION

The National Trust for Historic Preservation values, respects, and supports the diverse views and contributions of its colleagues and partners. It is at its best when supporting diverse perspectives, backgrounds, and experiences. The National Trust strives to use differences to fuel its creativity and positively impact its work, culture, practices, and relationships. It integrates the needs of every individual and ensures that the right conditions are in place for everyone to achieve their potential. It asks for, listens to, and considers diverse points of view in order to succeed as an organization.

PRIMARY RESPONSIBILITIES

The Senior Director of Institutional Giving will

- develop and maintain a robust portfolio of institutional donors and prospective donors, including the development and advancement of cultivation and solicitation strategies;
- direct and lead in the writing, editing, and review of grant proposals, letters of inquiry, stewardship materials, and other correspondence to foundations that relate to strategic initiatives;
- direct grant compliance and ensure status of open grants; timely processing of agreements; completion of projects within grant terms; and accurate and timely reporting;
- supervise staff in the Institutional Giving Department to advance organizational objectives, including assigning proposals and projects, guiding, drafting, and editing written proposals, facilitating and cultivating relationships with key departmental staff and donors, developing project management capabilities, and mentoring staff on internal and external business practices;
- recruit, mentor, and retain well-qualified and culturally diverse staff, developing workplans, organizing workflow, delegating assignments, monitoring productivity and performance, and providing constructive feedback and coaching;
- develop and manage the annual budget for the department;
- facilitate collaboration among all National Trust program staff to maximize funding opportunities and ensure the development of comprehensive proposals;
- support cultivation and proposal development from individual donors by working in coordination with the Vice President of Individual Giving where family foundations or donor advised funds are involved;
- collaborate with the Marketing Division on corporate partnership and funding opportunities that involve public engagement, marketing, and promotions (cause-related marketing, advertising, content partnerships, etc.);
- prepare the President, staff, and high-level volunteers for fundraising calls, including ensuring preparation of briefing materials;
- provide strategic guidance to the Chief Development Officer and team leaders to improve the Development Division's effectiveness and efficiency in raising funds;
- represent the National Trust to external constituents throughout the country; and
- work to achieve all National Trust strategic goals, including engaging the public and reaching more diverse communities and constituents.

LEADERSHIP

Paul Edmondson **President and CEO**

Paul Edmondson is the President and CEO of the National Trust for Historic Preservation. Before being named to the position in June 2019, Paul served for more than two decades as the organization's General Counsel. In that role, he championed the strong enforcement and interpretation of preservation laws at the federal, state, and local levels, while at the same time working with developers and local preservationists to find effective compromise solutions to preservation challenges. He has worked with property owners to identify creative options for preserving historic properties, including the use of historic preservation easements. In his work with National Trust Historic Sites, he has advanced new shared-use operating models designed to ensure their long-term sustainability and relevance in modern-day life. As corporate counsel to the National Trust, he was engaged with virtually all aspects of the organization's work during the course of his service with the organization.

A graduate of Cornell University, Paul began his professional career as a practicing archaeologist before entering law school at American University. He joined the National Trust's legal team following a brief tenure as a senior attorney with the federal government. As General Counsel, he previously served as a member of the Trust's executive leadership under former presidents Richard Moe and Stephanie Meeks.

Ann McElwain **Chief Development Officer**

As Chief Development Officer, Ann McElwain leads development and implementation of all fundraising strategies for the National Trust for Historic Preservation, including individual, annual and planning giving, institutional philanthropy, and donor research, analytics, communications, and stewardship. She fosters a culture of philanthropy within the organization and develops strategies to strengthen and build the organization's donor base, including the execution of campaigns to substantially grow restricted and unrestricted revenue, and helping to ensure the National Trust effectively engages with a broad, culturally diverse audience.

Prior to the National Trust, Ann served for almost six years as the Chief Development Officer of the Carnegie Institution for Science in Washington, D.C., where she was responsible for building meaningful financial partnerships with individuals, foundations, and organizations to advance strategic priorities of the organization, working closely with the board, management, and programmatic staff members. Previously she served in key fundraising positions at Dartmouth College, the University of Florida, and several family welfare nonprofit organizations.

Ann brings a wealth of knowledge and demonstrated fundraising success in areas ranging from individual and annual giving to foundation and board support, to major campaign development and implementation. With a longstanding interest in history and historic places, Ann is passionate about contributing to cause-oriented and place-based organizations and connecting with donors and other supporters who are passionate about the work of the National Trust.

Katherine Malone-France **Chief Preservation Officer**

Katherine Malone-France is the Chief Preservation Officer of the National Trust for Historic Preservation. Prior to assuming this role, Katherine served as the Senior Vice President for Historic Sites at the National Trust, leading its portfolio of twenty-seven historic sites around the country to provide expansive and sustainable public benefit as they model exemplary preservation, collections management, and interpretation. Katherine's tenure included the creation of a dedicated fund to support historic gardens and landscapes at National Trust Historic Sites and the successful completion of a \$21 million campaign to address critical capital projects across the portfolio of sites. Her leadership has also resulted in a diverse

range of collaborations with contemporary artists creating new works inspired by National Trust sites and a revision of the National Trust's collections management policy that has been hailed as a national model for its inclusion of historic structures and landscapes.

Katherine is a graduate of Wofford College with a B.A. in History and holds a Masters in Historic Preservation from the College of Environment & Design at the University of Georgia.

PREFERRED COMPETENCIES AND QUALIFICATIONS

The National Trust for Historic Preservation seeks a Senior Director of Institutional Giving with

- a commitment to leading the movement to save America's historic places—working to save America's historic sites; telling the full American story; building stronger communities; and investing in preservation's future;
- success in actively soliciting foundation and corporate gifts and grants with significant institutional impact, and engaging donors and fundraisers for diverse projects;
- experience managing large, cross-functional projects and teams, preferably within a national level non-profit setting;
- advanced analytical, problem solving, issue identification, and prioritization skills including an ability to exercise sound judgment and make decisions based on accurate and timely analyses;
- excellent writing and proofreading skills, as well as strong verbal communication and presentations skills;
- strong organizational skills and attention to detail as well as an ability to prioritize, multi-task efficiently, and respond to a high volume of ongoing requests;
- advanced project-management, team-management, and client-management skills;
- an ability to collaborate across departments to implement processes and achieve results;
- a track record of building and maintaining productive relationships with multiple stakeholders;
- an ability to engage culturally diverse colleagues and stakeholders;
- an entrepreneurial approach and an ability to continually develop skills related to use of rapidly changing technology and communications best practices; and
- advanced knowledge of Microsoft Word and Excel, and familiarity with other software, including databases (preferred).

A bachelor's degree or equivalent years of relevant experience is required for this position as is at least 10 years of experience with budgeting, staffing, managing a department, supervising professionals, and leading teams to generate high quality results.

SALARY AND BENEFITS

The salary for this position is \$135,000 annually. The National Trust for Historic Preservation offers a comprehensive package of benefits including health, dental and life insurance; retirement benefits; 3+ weeks of vacation, plus sick time, and holidays; and flexibility for hybrid work arrangements. The National Trust requires all staff to show proof of COVID-19 vaccinations and boosters (with limited exceptions for religious or medical reasons).

LOCATION

The National Trust for Historic Preservation is based in Washington, D.C. The National Trust offers hybrid and/or remote working arrangements.

APPLICATION INSTRUCTIONS

All applications must be accompanied by a cover letter and résumé. ***Cover letters should be responsive to the mission of the National Trust for Historic Preservation as well as the responsibilities and qualifications presented in the prospectus.*** Review of applications will begin immediately and continue until the successful candidate has been selected.

To apply for this position, visit:

[Senior Director of Institutional Giving, National Trust for Historic Preservation.](#)

To nominate a candidate, please contact Patrick Key, patrickkey@aspenleadershipgroup.com or Jeanette Rivera-Watts, jeanetterw@aspenleadershipgroup.com.

All inquiries will be held in confidence.