**Job Title:** Development Manager  
**Job Category:** Part Time 20 hours  
**Department/Group:** Administration  
**Job Code/ Req#:**  
**Location:** 34 Main St. Hingham MA 02043  
**Travel Required:** None  
**Level/Salary Range:** Hourly/$20-$24 based on exp.  
**Position Type:** Non-Exempt  
**HR Contact:** Executive Director  
**Date Posted:** 2/1/22  
**Posting Expires:** When filled  
**External Posting URL:** External Posting URL  
**Internal Posting URL:** Internal Posting URL  

**Applications Accepted By:**

**PLEASE SEND COVER EMAIL AND RESUME:** careers@hinghamhistorical.org  
**Subject Line:** Application: Development Manager  
**MAIL:**  
Deirdre Anderson  
Hingham Historical Society  
PO Box 434  
Hingham, MA 02043  

**Job Description**

As the Development Manager at the Hingham Historical Society, you will assist the Executive Director in leading all aspects of development with the goal of achieving our annual and campaign fundraising objectives. The Hingham Historical Society is enjoying a period of exciting growth and the small development team, led by the Executive Director is central to that advancement.

Specific Responsibilities include:

- Assist in raising funding levels of all aspects of development, including individual/corporate giving, major gifts, sponsorships, foundation support and planned giving.
- Assist in all aspects of annual appeal and capital campaigns including prospecting, cultivating, securing, recording and acknowledging donations.
- Production of Annual Appeal and Capital Campaign materials
- Planning and implementation of member events and annual fundraising events;
- Proficiency in use of PastPerfect database to generate mailing lists, donor tracking, acknowledgements, gifts, annual appeals and capital campaigns;
- Production of routine reports for ED, board, auditors and committees;
- Events
  - Assist with planning and executing special donor-related events, including facilities preparations, developing marketing materials, keeping accurate attendance records, and more.
  - Work with ED to plan and execute annual donor events
  - Manage ballroom set up and breakdown schedule
  - Work with vendors and staff for event Set up and breakdown schedule
  - Establish Best Practices for Donor Events

**Qualifications**

- Bachelor’s degree and at least one year of administrative experience
- Manage databases with accuracy and efficiency (database management experience a plus)
- Computer experience (Microsoft Office, Constant Contact, Social Media)
- Highly organized, dependable, and detail oriented with strong time management skills
- Excellent customer relations skills
- Can-do, positive attitude, compatible with small, fast-paced, non-profit team
- Appreciation for the town of Hingham and Hingham History a plus
- Occasional weekend or night event requirements

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