

ORGANIZATION: The Gilder Lehrman Institute of American History
POSITION: Director of Development
REPORTS TO: Chief Operating Officer, with direct fundraising-related partnership with the President
LOCATION: New York, NY
WEBSITE: gilderlehrman.org
TO APPLY: Please send resume and cover letter as one PDF to GLIDoD@pbrsearch.com with title format “Last Name First Name – Letter Resume”.

BACKGROUND

The Gilder Lehrman Institute of American History (GLI) is a national nonprofit dedicated to K–12 history education and serving the general public. Its mission is to promote the knowledge and understanding of American history through educational programs and resources. GLI draws on a vast network of eminent historians and a collection of more than 83,000 documents, to provide teachers, students, and the public with direct access to unique primary source materials that promote strong critical thinking, reading, and writing skills.

Through GLI’s programs and resources, millions of students are learning about American history in engaging and memorable ways. [EduHam](#) (developed in partnership with Jeffrey Seller, Lin-Manuel Miranda, the Rockefeller Foundation, and the NYC Department of Education as the education program of *Hamilton* the musical) has inspired students across the country to create original performance pieces (i.e., raps, songs, poems) based on their study of Alexander Hamilton and other figures and events from the Founding Era. GLI also offers countless K–12 teachers with unique professional development opportunities, such as seminars and online courses taught by the country’s most distinguished professors.

Founded in 1994 by Richard Gilder and Lewis E. Lehrman (visionaries and lifelong supporters of American history education), the Gilder Lehrman Institute raises annual funds from individuals, corporations, and foundations. The Director of Development will be responsible for \$5–6M of the Institute’s \$11–12M yearly operating budget, which is supported by diverse funding sources, including a large and active board of trustees, an annual gala, direct mail campaigns, earned income, and an endowment. Since inception, the Institute has been financially stable, operating in the black each year, while also building a substantial endowment.

POSITION

GLI seeks an experienced fundraising generalist to lead the organization’s development strategies and activities in support of ambitious goals focused on serving an increasing number of students and teachers. The Director will be a frontline fundraiser who can speak and write persuasively about GLI’s mission and impact, secure support that ranges in size and across philanthropic revenue streams, create and execute both strategic and tactical plans, plan and oversee fundraising events, and manage an effective team. The Director will report to the Chief Operating Officer and partner closely with the President to ensure GLI’s initiatives are mission-aligned, well-funded, and financially sustainable.

RESPONSIBILITIES

- Oversee near-term and long-term strategies to meet yearly fundraising goals.
- Identify and steward a portfolio of prospects, including individuals, foundations, corporations, and government entities with the capacity to make gifts at all levels. Leverage GLI’s existing donor base by building productive relationships that result in increased financial support and introductions to relevant networks; and work to continually broaden the base by cultivating new supporters of the Institute.
- Work closely with the President, Trustees, and other leadership team members to design and submit proposals that support GLI’s strategic initiatives.
- Lead donor solicitations – prepare letters, presentations, and proposals; solicit grants, make pitches, close gifts; follow up as necessary.

- Oversee fundraising and donor-related data collection and management efforts. Deploy Salesforce to the fullest, most useful extent possible for operations, reporting, and analysis purposes. Use a data-centered, evidence-based approach to make decisions about GLI's funding priorities and opportunities.
- Supervise a growing team of development professionals; lead with energy and a commitment to building a high-performance culture; ensure progress toward individual and team goals.
- Oversee the development staff to write, submit, and track materials such as proposals, correspondence, reports, and acknowledgements.
- Work with the in-house team and consultants to execute successful fundraising events, including an annual gala, book prize award dinners, and private events. Events may fall during evening hours and a limited number of weekends.
- Work with the finance team to project, budget, track, and process grants. Ensure adherence to systems and procedures that yield a high level of accuracy and accountability in reporting to donors as required.

QUALIFICATIONS

GLI is a fast-paced, entrepreneurial environment that requires an energetic and imaginative development leader who is passionate about the Institute's mission and impact. The ideal candidate will be intellectually curious and able to build meaningful connections with a diverse set of people by speaking credibly about GLI's work and impact. They will also support GLI's efforts to seek an understanding of the past that does not rely on a modern political lens and to keep a critical, yet hopeful view of American history.

The role requires a strategic thinker who operates with a sense of possibility. Specifically, the Director of Development will have:

- 10+ years of substantive work experience with increasing responsibility in non-profit fundraising.
- Track record and proven talent for cultivating and stewarding a portfolio of high-net-worth donors and securing a wide range of gifts.
- Excellent writing skills.
- Ability to speak persuasively about GLI's mission and impact, particularly on K-12 teachers and students.
- Commitment to regularly capturing and using data to inform decisions.
- Strong analytical, organizational, and problem-solving skills.
- Acute attention to detail and follow-through.
- Collaborative instincts as well as an ability to work autonomously as needed.
- High emotional intelligence; and strong leadership skills.
- A bachelor's degree.
- The Institute has adopted a COVID-19 vaccination policy to safeguard the health and well-being of its employees. As a condition of employment, employees are required to be fully vaccinated for COVID-19, unless a reasonable accommodation is approved or as otherwise required by law.

COMPENSATION

- A baseline of \$180K annually; compensation will be commensurate with candidate's experience, fundraising track record, and other qualifications.
- Benefits include employer paid health, dental, disability and life insurance, paid time off in first year of hire, 401(k) and FSA plans.

Frequently cited statistics show that women and people from underrepresented groups apply to jobs only if they think they meet 100% of the criteria. If you meet many but not all the criteria and feel you may be a good fit for the role, GLI encourages you to apply. The Gilder Lehrman Institute is an Equal Opportunity Employer and does not discriminate on the basis of age, color, national origin, ethnic origin, citizenship status, disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, marital status, veteran status, or any other characteristic protected by federal, state, or local law in its employment policies. In addition, GLI will provide reasonable accommodations for qualified individuals with disabilities.