**Job posting**

The Dorchester Heritage Center is seeking an individual for the position of Director of Membership and Annual Giving.

The Dorchester Heritage Center is a 501 3c nonprofit organization dedicated to the discovery, preservation, and education of the rich history of the inland low country.

**Position Summary**

The Director of Membership and Annual Giving leads the planning and management of Dorchester Heritage Center’s giving programs and membership drives, which provides opportunities for individual and corporate donors to philanthropically support the Dorchester Heritage Center and engage in the life of the Center in a personalized way. The Director of Membership and Annual Giving reports to the Chief Operating Officer and is supported by a Membership and Donation tracking Database and Museum Director, Education Program Manager and Event Coordinator.

**Compensation and Benefits:**

Salary commensurate with experience – range $55,000 to $65,000

12 Paid Holidays

80 Hours – PTO (Annual or Sick)

PTO hours increase 8 hours each year of service to a maximum of 160 hours.

A maximum of 40 hours may be carried over each year.

**Preferred Education, Knowledge, Skills, and Abilities**

A 4-year degree in a related discipline is preferred, but not required. Fundraising experience preferred and specific experience working with a non-profit. Highly motivated individual with the ability to build trusting relationships with individuals from a variety of backgrounds in service of DHC’s mission.

Experience using and managing membership and fundraising database.

Must be proficient with Excel, Word, Google Docs, social media.

Ability to work during standard office hours plus evenings and weekends as needed.

Must be highly organized, have outstanding communication skills,

Enjoys history, culture, and community engagement.

Interested candidates should email there resume to David Dement at: [davidadement@gmail.com](mailto:davidadement@gmail.com)