



TITLE Development Associate

ORGANIZATION: Preservation Maryland

LOCATION: Baltimore, MD (Hybrid)

REPORTS TO: Chief Development Officer

POSITION DESCRIPTION

This full-time, exempt position will support Preservation Maryland's essential fundraising efforts across the state. The Development Associate will report to the Chief Development Officer and will provide a wide range of support services to raise funds for the organization's diverse project and programming portfolio.

RESPONSIBILITIES

- Process all gifts and required acknowledgements
- Manage CRM Database (EveryAction)
- Research and identify prospective funders
- Support the drafting and submission of grant applications and reports
- Support the drafting of printed and digital appeals to grow donor base
- Prepare mailing list for donor communications
- Participate in the execution of organizational fundraising events across the state
- Provide administrative and scheduling support for meetings with major donors/funders
- Prepare fundraising reports
- Other duties as assigned

PREFERRED SKILLS AND EXPERIENCE

- 1-3 years of professional experience in development related role
- Bachelor's degree from an accredited college or university
- Familiarity with constituent management databases, or related platform services
- Strong interpersonal and communication skills.
- Strong organizational skills, with the ability to effectively plan, prioritize and manage multiple tasks and activities, independently and collaboratively.
- Ability to work independently and collaboratively in a dynamic, fast-paced environment.
- Knowledge of Microsoft Office, OneDrive, and Adobe

BENEFITS

Preservation Maryland provides a generous benefits package including employer paid health insurance, retirement, vacations, holidays, and a flexible, hybrid work schedule. Compensation will be between \$50,000-\$60,000, commensurate with experience.

TO APPLY

Send a cover letter summarizing your professional skills, relevant work experience, and interest in the preservation of Maryland history along with your resume to submit@presmd.org with the subject line Development Associate.

Applicants will be notified of the receipt of their cover letter and resume. Selected candidates will be contacted by Preservation Maryland to set up an interview. No phone calls, please.

Preservation Maryland is an inclusive workplace that affirmatively values diversity in all its forms. We strongly encourage all qualified candidates to apply.

ABOUT PRESERVATION MARYLAND

Founded in 1931, Preservation Maryland has been a leader in the preservation movement of the state and nation ever since. The organization's mission is the preservation of Maryland's historic buildings, neighborhoods, landscapes and archeological sites through outreach, funding, property redevelopment, advocacy, and workforce development.

Preservation Maryland achieves its mission through an expanding group of core programs. The organization provides leadership to a large coalition of individuals and organizations at the state, county, city, and community level that advocate for critical causes. The organization's podcast reaches tens of thousands of listeners annually and has produced over 300 episodes since its launch. Additionally, the organization hosts more than a dozen events, large and small, which provide training, award recognition, and professional development to historic communities and their leaders.

Preservation Maryland leads Smart Growth Maryland, a dynamic program which advocates for state and local policy priorities that directs new public and private investment in keeping with the principles of smart growth. The organization partners with Maryland's leading historic preservation, environmental conservation, and land preservation organizations to help achieve this mission.

The organization makes flexible grants to support the preservation of Maryland history and historic properties in partnership with local nonprofit organizations, community groups and churches. A historic property redevelopment program allows the organization to take direct action to protect threatened historic properties through acquisition, loans, and partnerships.

The organization also serves as the charitable partner of the National Park Service's Historic Preservation Training Center. This partnership, operating as a program called the [Campaign for Historic Trades](#), allows the organization to support the advancement of historic trades training which can open pathways to successful careers for young adults and recent veterans.

To learn more, visit presmd.org.