

Job Description

HEAD OF DEVELOPMENT

**Stepping Stones Foundation / Stepping Stones - Historic Home of Bill & Lois Wilson
62 Oak Road, Katonah, New York 10536**

Position Location: Hybrid

Position Description: Stepping Stones seeks an outgoing and experienced Head of Development to lead the Foundation's fundraising. Reporting to the Executive Director, the position directs annual and long-term fundraising to sustain the organization. The organization's goal is to raise \$800,000 to \$900,000 annually and to engage in its first major campaign.

Background: Stepping Stones is nestled on the border of the hamlets of Katonah and Bedford Hills in the Town of Bedford in northern Westchester County, NY, in a suburban area approximately one hour north of Manhattan. The private, nonprofit, and tax-exempt National Historic Landmark, is the historic home and archive of William Griffith Wilson ("Bill W."), who cofounded Alcoholics Anonymous in 1935 and wrote the 12 Steps of recovery, and Lois Burnham Wilson ("Lois W."), who cofounded Al-Anon Family Groups in 1951. The mission of the organization is to "foster public understanding of alcoholism and inspire recovery by preserving and sharing the historic home, archive, and legacy of the Wilsons." Today the Wilson's legacy touches more than two million people worldwide.

The home and archive include the Wilson's residence, Bill W.'s writing studio, 8.17 acres of grounds (including flower and community vegetable gardens), 10,000 historic objects, and 100,000 manuscripts and photographs. The landmark offers tours, an Annual Picnic, an online archive, and off-site and online programs. For information: <https://www.steppingstones.org>.

Position Overview: The Head of Development is responsible for planning and implementing Stepping Stones' fundraising strategy and activities to generate funds for the organization's annual and long-term sustainability. The Head of Development will supervise the Senior Foundation Assistant & Events Manager position. Primary responsibilities of position:

Fund Development

- Build strategies for major donor, planned giving, recurring, matching, in-kind, wish-list and other donor programs.
- Develop campaign plans, annual fundraising plans, and appeals.
- Secure financial support from individuals, foundations, and corporations.
- Create and execute strategy to develop a large, sustained donor base.
- Represent organization at events and with potential supporters.
- Steward direct contact with donors and handle donor prospecting.
- Coordinate the Board's Fund Development Committee.

- Organize donor and cultivation events.
- Conduct research, tracks metrics and create reports.
- Oversee design, production, printing, and mailing of materials.
- Create content for publications (emails, WordPress website, social media, ads, etc.)
- Maintain accurate data and oversee gift processing and donor acknowledgements.
- Coordinate with consultants when the Foundation engages outside experts or vendors.
- Manage grant seeking activities and/or coordinate with grants consultant / writer.
- Develop and track proposals and reports for foundation and corporate gifts.
- Develop the Ambassador outreach program and oversee development volunteer activities.
- Spearhead community and promotional partnerships.

General

- Fill in for Executive Director and other colleagues as needed with historic site activities ranging from visitor services to light maintenance.
- Occasional evening and weekend hours and occasional travel.
- Other duties as assigned.

Required Qualifications

- Bachelor's Degree.
- Experienced nonprofit professional with demonstrated success in raising funds.
- Knowledge of fundraising software / CRM systems.

Preferred Qualifications

- Knowledge of New York State and regional funding market.
- Interest in learning about 12-Step recovery history and the lives of the Wilsons.

Location: Hybrid

Compensation:

Salary: Depending on the number of hours per week worked and experience, the salary range is \$80,000-\$100,000.

Benefits: Full-time package also includes benefits. Part-time package does not include benefits.

Start Date: As soon as possible.

Process for Application: Send an email to ExecDirectorSSF@Gmail.com describing your interest in the position and your most relevant qualifications along with your resume or CV (PDF or JPG file attachment) and five references (minimum three professional; the remainder may be academic, civic, or community contacts if necessary). Candidates selected for interviews will be contacted.

Stepping Stones Foundation is an equal opportunity employer.