



foundation  
for advancement  
in conservation

**Protecting Cultural  
Heritage**

727 15th St NW, Suite 500  
Washington, DC 20005

**(t)** 202.452.9545  
**(f)** 202.452.9328

## **Development Manager Foundation for Advancement in Conservation (FAIC)**

*Leading national arts and humanities conservation association and its foundation seek a full-time development manager. The ideal candidate is a persuasive communicator and empathetic listener that is an effective manager comfortable balancing relationship-oriented and task-oriented responsibilities. A background in development with federal and foundation grants management experience is required, coupled with strong writing and organizational skills. An interest in the visual arts, museums and/or cultural heritage that supports the endlessly fascinating work of conservators is required. We offer excellent benefits and a collegial and supportive work environment.*

The development manager will report to the executive director and work closely with FAIC staff. The development manager will be an excellent team-based collaborator who values diverse perspectives.

### **Primary Duties in Grants Management:**

- Plan and execute development activities, including management and submission of federal, foundation, and fund grant applications, updates, and reports
- Identify grant opportunities and prepare grant proposals
- Develop and implement a comprehensive grants and sponsorship strategy for FAIC's education, emergency, and other programs
- Serve as a liaison with principals and other departments on issues regarding grants

### **General Development and Outreach:**

- Maintain the FAIC development calendar including reporting and proposal schedules
- Develop and implement a comprehensive sponsorship strategy for FAIC's education, emergency, and other programs
- Maintain a database on cultivation, recruitment, and board fundraising activities
- Support Annual Fund, Cultural Heritage Fund, and related campaigns including database creation and management, and acknowledgements

- Work with Executive Director and Events planning staff to solicit and secure event sponsorship and help support and plan fundraising-related events
- Opportunity to grow position and work with the Executive Director to assist with implementation of the FAIC Strategic Plan and interact with the FAIC Board of Directors to further development goals
- Opportunity to plan and organize discrete number of phone, email, and face-to-face asks, as appropriate
- Other duties as assigned

**Essential Skills:**

- Ability to interpret complex grant funding requirements, submissions, and budget projections; ability to interpret federal, state, and local government laws and regulations regarding grant administration
- Knowledge of grant processes including accounting and financial reporting
- Ability to interpret complex grant funding requirements, submissions, and budget projections
- Can work with multiple priorities and deadlines with accuracy
- Excellent interpersonal, oral, and written communication skills across a broad spectrum of staff and donors
- Effective and empathetic listener
- Works well independently and as part of a team
- Dependable, punctual, and flexible
- Proficiency in the use of Microsoft Office Suite
- Proficiency in the use of financial management software to include spreadsheets and databases
- Basic knowledge of Donor Perfect or other development-related content management system
- Can travel to AIC Annual meeting and coordinate F/AIC related events (usually held in May or June; location varies each year)
- Can work out of DC office regularly, along with other possible travel

**Preferred Experience:**

At least 2 years working in grants management, including writing and financial reporting.

The preceding job description has been designed to indicate the general nature and essential functions and responsibilities of work performed by the employee in this job position. It may not contain a comprehensive list of all duties, responsibilities, and qualifications required for this role.

The [Foundation for Advancement in Conservation](#) is a national non-profit that delivers and supports an array of programs and initiatives to protect our shared cultural heritage. Along with our membership organization, the American Institute for Conservation (AIC), we work together with conservators from cultural institutions and in private practice to promote the preservation and protection of cultural heritage. FAIC and AIC value diversity in the workplace and we welcome and encourage individuals of all backgrounds to apply. We seek a culturally competent co-worker dedicated to advancing the preservation and protection of cultural heritage. Please review our [DIVERSITY, EQUITY, INCLUSION, ACCESSIBILITY](#) page for more information.

### **Compensation and Benefits:**

This is a full-time permanent position in a home/office hybrid work culture. Work from DC office periodically along with some travel is required. The compensation range is \$60,000 to \$70,000 annually.

- 90% employer premium contributions health benefits— Medical, Dental and Vision; and 100% employer covered life insurance
- 15 annual leave days, plus 13 PTO /sick leave days and 11 company/ federal holidays
- Other paid time off at the discretion of the executive director, (this may include time for self-care)
- 401k retirement plan
- Access to fitness facility
- Professional development stipends when available

*The preceding job description has been designed to indicate the general nature and essential functions and responsibilities of work performed by the employee in this job position. It may not contain a comprehensive list of all duties, responsibilities, and qualifications required for this role.*