Hancock Shaker Village seeks an energetic, detail-oriented, self-motivated **Chief Development Officer** who will lead Hancock Shaker Village’s special projects fundraising efforts. Working closely with the director and trustees, he or she will be responsible for raising funds for major gifts, planned giving, a legacy campaign currently in the quiet phase, and special projects.  We seek a dynamic colleague who can think, write, and speak with clarity and wit, who works well collaboratively, can manage multiple projects with overlapping deadlines. We are a small shop – this person should have the enthusiasm to work with the database, and also the capacity and networking resources to work closely with the director and curator to identify, structure, write, and win large grants, and gifts, and who is comfortable interacting with trustees, former trustees, and other high-level donors and prospects. The successful candidate will think and act strategically to help fund programs, initiatives, and outreach that advance the Shaker legacy, which includes many achievements in social reform, agriculture, design, technology, and innovation.  The Shakers called this village the City of Peace, and in addition to being a museum of 20 buildings and 22,000 objects on an exquisite property of over 750 acres in mid-Berkshire County, Hancock Shaker Village is the oldest working farm in the Berkshires and presenter of the Shaker’s culture of rural preservation, agricultural ingenuity, and sustainability.

Core duties include, but are not limited to:

* Developing, coordinating, and implementing strategy around special project fundraising to include operations, endowment, and legacy giving
* Coordinate and complete a capital campaign to create new exhibition spaces and proper collection storage
* Identify, research, cultivate and solicit gifts of $10,000 and above
* Oversee, manage and execute all individual prospect management and research
* Independently manage budget income and expense lines relating to your area of fundraising
* Develop and implement planned giving program
* Coordinate, write and manage a portfolio of six-figure foundation grants
* Collaborate with Chief Engagement Officer and Chief Communications Officer on branding strategies, strategic initiatives, and opportunities to raise awareness for the museum and the Shaker heritage, and the Shakers’ impact on the region and beyond

Bachelor’s degree required, as well as 7+ years’ experience in fundraising. Mastery of donor database software (Altru/Raiser’s Edge preferred), as well as Microsoft Office suite, and researching and prospecting tools.  Position is full-time with benefits.

We want to hear from you!  Interested candidates please submit a resume, 2 writing samples (either grant, or funding proposal, or solicitation letter), and 2 references to lpizani@hancockshakervillage.org or in writing to Leslie Pizani, Hancock Shaker Village, P.O. Box 927, Pittsfield, MA  01202.  Hancock Shaker Village is an EEO.