



DIRECTOR OF DEVELOPMENT

Mechanics Hall – Worcester, MA

Position Overview:

Mechanics Hall seeks an experienced and visionary Director of Development to lead and grow all aspects of fundraising and external relations for one of the nation's finest historic concert halls. Reporting to and partnering with the Executive Director, the Director of Development will design and implement a comprehensive development program that strengthens philanthropic support, grows membership, and advances operating, capital, and endowment goals.

The ideal candidate is both a strategic thinker and a hands-on fundraiser who excels at cultivating relationships, stewarding donors, managing campaigns, and leading communications that inspire support. This is a leadership role that requires collaboration with staff, trustees, and community partners to secure resources that ensure the Hall's preservation and its mission to serve as a world-class gathering place for arts, culture, and community.

Responsibilities:

Fundraising & Donor Relations

- Lead a comprehensive fundraising strategy encompassing major gifts, annual fund, membership, corporate sponsorship, foundation grants, government support, and planned giving.
- Personally identify, cultivate, solicit, and steward major donors and prospects.
- Build and manage relationships with leaders of corporations, foundations, and government agencies.
- Partner with trustees and staff on capital, endowment, and special campaigns.
- Develop and execute all donor communications, solicitations, appeals, and stewardship initiatives.

Membership & Community Engagement

- Oversee Mechanics Hall's membership program, ensuring it remains vibrant, rewarding, and impactful.
- Serve as a key ambassador for Mechanics Hall at business, civic, and community events.
- Foster strong relationships with the Board of Trustees and serve as staff liaison to the Membership & Development Committee.

Strategy & Management

- Create and manage the annual development plan and budget, aligned with organizational priorities.
- Provide strategic counsel to the Executive Director and trustees on donor cultivation and solicitation.
- Oversee grant writing and reporting, with support from staff and consultants as needed.
- Supervise development events and sponsorships that advance fundraising and visibility.
- Ensure accurate donor records, reporting, and analysis through CRM (currently Neon).

Communications & Events

- Lead donor-focused communications in coordination with marketing staff, including newsletters, appeals, reports, and stewardship materials.
- Plan and execute donor and cultivation events, trustee gatherings, and community engagement opportunities.
- Contribute content for the annual report and other institutional publications.

Other duties as assigned.

Qualifications:

- Bachelor's degree or equivalent work experience; advanced degree or fundraising certification a plus.
 - Minimum of 5 years of progressive experience in nonprofit development, including major gifts and campaign leadership.
 - Demonstrated success in building and sustaining donor relationships across individual, corporate, foundation, and government sectors.
 - Experience with membership programs, grant writing, and special events.
 - Strong leadership, strategic planning, and project management skills.
 - Excellent written, verbal, and interpersonal communication skills.
 - Proficiency in donor CRM systems and Microsoft Office Suite.
 - A collaborative, entrepreneurial spirit with high ethical standards and attention to detail.
 - Passion for arts, culture, history, and community impact.
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Compensation, Work Environment, & How to Apply:

- Full-time, salaried position with annual pay range of \$65,000 – \$80,000, commensurate with skills and experience.
 - Flexible to hybrid/remote work.
 - Some evening and weekend work required.
 - Applicants must include a cover letter and resume. No phone calls, please. Email jobs@mechanicshall.org
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Organization Overview:

Founded in 1842, the Worcester County Mechanics Association's (WCMA) mission today is to enrich the cultural, social, and economic vitality of the community by stewarding Mechanics Hall, a historic landmark and world-class performance hall, which serves as an inspirational gathering place for programs and events that showcase the vast diversity of human experience.

Revenues: up to \$2.5 million

For more information, visit www.mechanicshall.org

Equal Opportunity Employer:

Mechanics Hall is an equal opportunity employer and contractor. We do not discriminate and do take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions and other conditions of employment against any employee or job applicant on the bases of race, color, religion and creed, gender and gender expression, age, national origin and ancestry, disability, marital status, sexual orientation, military status, veteran status, and any other characteristic protected by law. We recognize the injustice of job discrimination in any form and require the full cooperation of all Mechanics Hall employees to ensure the successful operation of our Equal Employment Opportunity Policy.