



Job Posting: Director of Development

Position: Director of Development

Organization: Luzerne County Historical Society

Location: Wyoming, PA

Full-Time | Exempt | Salary: \$60,000–\$65,000 based on experience

Are you a dynamic, mission-driven fundraising professional ready to make an impact? The Luzerne County Historical Society is seeking a strategic and creative **Director of Development** to lead our fundraising, donor engagement, and communications efforts as we launch a major fundraising campaign. This is a unique opportunity to join a passionate team working to preserve and promote the collective history and heritage of Luzerne County, Pennsylvania.

About the Role:

As Director of Development, you'll lead a comprehensive development program—including individual giving, grants, events, and sponsorships—while overseeing our communications expand to expand reach. You'll work closely with the Executive Director and Board leadership to deepen relationships and secure the financial support needed to advance our mission.

Key Responsibilities Include:

- Cultivates, solicits, and stewards major gifts by building strong relationships with high-capacity donors to secure transformative philanthropic support for the organization
- Develop and manage fundraising strategies and donor cultivation programs
- Lead grant writing, sponsorships, and annual giving efforts
- Assist in creating compelling communications campaigns across varied platforms
- Organize high-impact fundraising events and donor engagement opportunities
- Manage donor database and analyze fundraising performance

What We're Looking For:

- 5+ years of relevant experience in development
- A proven track record of fundraising success
- Strong writing, presentation, and relationship-building skills
- Proficiency with donor databases and communications tools
- Passion for nonprofit work and community impact

To Apply: Please send a cover letter and resume to mhamilton@luzernehistory.org . Applications will be reviewed on a rolling basis until the position is filled.