

ADVANCEMENT & VOLUNTEER COORDINATOR

About Us

Once the summer estate of Robert & Mary Lincoln, Hildene is comprised of a 1905 Georgian Revival home, formal and working gardens, restored Pullman railcar Sunbeam, agricultural operations, cheesemaking facility, 12 miles of trails, and year-round programming, all on 412 acres in beautiful Manchester, Vermont. We are among Vermont's top tourist destinations, attracting guests from all parts of the globe. Our goal is to encourage our guests to examine and engage through history, the natural world, and agriculture. Abraham Lincoln's values, shared through the estate his son Robert and subsequent generations maintained and cherished, are at the heart of our mission. As an institution Hildene is committed to the preservation of our cultural heritage, the conservation and stewardship of our lands and ecosystems, and farming practices that support the vitality of our 412 acres, all while engaging the public – local and global – in civil civic discourse.

Position Overview

The Advancement & Volunteer Coordinator will actively support and assist the Advancement Director in achieving the goals set forth in the Annual Advancement Plan. This position will take a leadership role in managing our Membership Programs, Corporate Partners Program, and Lodging Sponsorships to ensure these programs reach their revenue goals. This position will effectively use our relationship management database for accurate reporting and prompt stewardship to our donors, partners, and volunteers. This position will also manage and grow our dynamic volunteer program. Reporting to the Advancement Director, this person is a partner in managing day to day operations in a joyful manner that supports the mission, brand, and reputation of Hildene while building a sense of connection within our donor community and a pipeline of lifelong advocates, enthusiasts, donors, and benefactors.

Specific Responsibilities

- Collaborate with and support the Advancement Director to implement the Annual Advancement Plan to reach our annual fund, capital campaign, planned giving, memberships, and sponsorships goals.
- Initiate interactions (phone/email/social) with members, volunteers, donors with a friendly, professional demeanor.
- Coordinate advancement & volunteer events, including evening and weekends.
- Implement and administer effective outreach to build our Membership Programs, Corporate Partners Program, and Lodging Sponsorships.
- Generate all membership, sponsorship, and partner packets, cards, acknowledgements in a timely manner.
- Ensure accurate and timely processing of all gifts to Hildene, including entering gift information in our database, creating, printing, and fulfilling acknowledgement letters, and reconciling with the business office.

- Develop process to fully utilize Abila Fundraising 50 software's full capabilities, including the reporting functionality to monitor campaign effectiveness and measure progress in real-time.
- Maintain database integrity and accuracy, including entering, updating, and maintaining all constituent information.
- Manage and grow our dynamic volunteer program, including interviewing and placing volunteers in different roles based on our campus needs and their desires/skills/qualifications, as well as maintaining accurate records.
- Run local errands including post office and bank.

Ideal Candidate Qualifications

- Strong commitment to our core values of integrity, perseverance, civic responsibility and our key actions of preservation, conservation, sustainability, and civil civic discourse.
- Ability to achieve goals, nimbly adjust priorities, positively receive feedback, and manage multiple tasks while working collaboratively with a high level of motivation.
- Exceptional interpersonal skills and the ability to develop relationships of trust and respect with colleagues, volunteers, and donors. Excellent written and verbal communication skills.
- Acute attention to detail, proven data input accuracy, and commitment to high standards.
- Experience with CRM databases, proficiency in Microsoft Office suite, and mail merges.
- Ability to manage confidential information and sensitive situations with grace and discretion.
- Desire to grow professionally and a curiosity to learn best practices/trends in advancement and volunteer programs.
- Bachelor's degree and/or at least 4 years professional experience.
- We are looking for an individual who is eager to learn, grow their skillset, and come into their role with enthusiasm and dedication to quality work. If you do not meet our ideal candidate qualifications but you believe you would be an asset to the Advancement Department, please apply.

Details

The position is full-time, year-round. Although a part-time/job share is a possibility. Some evenings and weekends are required. Dental and vision. 401K retirement. Paid time off. Holidays. Please send resume, letter of interest, and salary requirements to: nan@hildene.org. (Nan Bambara, Advancement Director, Hildene, The Lincoln Family Home, PO Box 377, Manchester, VT 05254)

Hildene, The Lincoln Family Home believes diversity in identities, perspectives, and backgrounds, fosters creativity and enriches the workplace for us all. We deeply value different points of view that allow us to include and celebrate the diversity within our company, as well as build out better experiences for our guests and members. We welcome applicants of any race, religion, color, national origin, citizenship, gender, sexual orientation, age, and socioeconomic, marital, veteran, and disability status.