



RHS Board of Directors: Fundraising Director

Mission: The Richfield Historical Society's mission is: to acquire, document and preserve the unique story of Richfield, Minnesota. In addition, our mission is to inspire a sense of place and history through the details of our past.

About RHS: The Richfield Historical Society is a 501(c)3 nonprofit organization that formed in 1967 to preserve the Riley Bartholomew House. Since then, we have expanded our goals to collection, preserve and share the history of Richfield, Minnesota. We operate at our History Center, Library and Bartholomew House museum located at 6901 Lyndale Ave. South. The Society currently has the following staff members: Executive Director (20 hours/week).

Fundraising Director Focus: The fundraising Director is responsible for planning and organizing the Richfield Historical Society fundraising which includes; the major gifts program, annual fundraising, and partnership campaigns. The Fundraising Director works closely with the Executive Director and the Board of Directors in all development of fundraising endeavors.

- Oversees events and campaigns
- Find potential donors
- Keep in touch with existing donors and stakeholders
- Manage the grant writing volunteer
- Work with a group of volunteers to help with the Society's fundraising goal

Suggested Responsibilities:

- Advance the mission of the Richfield Historical Society
 - Actively promote the mission of the Society, contributing to ideas and expertise.
 - Be informed about the society's mission, services, programs and policies; inform others about the society, and work to enhance the organization's public image.
 - Follow the Society's conflict-of-interest policy.
- Actively participate in all board meetings
 - Attend monthly Board meetings in person or by phone.
 - Review agenda and supporting materials prior to board meetings.
 - Complete work required outside of board meetings, as needed, to achieve the society's needs and ensure operational success.
 - Participate in special events

Richfield Historical Society
6901 Lyndale Ave. South
Richfield, MN 55423
richfieldhistory@gmail.com
(612) 798-6140



- Ensure adequate resources
 - Maintain an active membership
 - Make additional gift according to personal ability
 - Seek additional members and solicit financial donations

Elected by: Board of Directors, Richfield Historical Society members

Term Length: 2 years

Time Commitment: Monthly meetings, additional time required for special assignments and other board commitments.

Application Procedure:

Please submit the attached application, and resume to:

Richfield Historical Society
6901 Lyndale Ave. South
Richfield, MN 55423

Or email your application to:

richfieldhistory@gmail.com

Application are due by **November 20, 2017**. Positions are generally two year terms. If you have any questions, please contact RHS Executive Director, Alyssa Swanson at 612-798-6140 or email at richfieldhistory@gmail.com. Thank you for your interest in the Richfield Historical Society.