

The
CHARLOTTE MUSEUM
of HISTORY



WHERE HISTORY HAS A HOME

Job Announcement: Director of Development

Position Summary:

The Director of Development is a new position. The Director will provide leadership in the development and implementation of the museum's first development strategic plan. The Director will be responsible for planning, executing, and evaluating fundraising and development communications. The Director will establish fundraising priorities and objectives; create fundraising strategies to meet specific program/project goals; identify and profile current and prospective corporate, individual, and foundation prospects; develop and cultivate positive relations with donors and prospects, and solicit and steward major donors. This position reports to the Executive Director.

The specific responsibilities of the position are as follows:

- Under the direction of the Executive Director, works with the Board Chair, other Trustees, and the Executive Staff to plan and execute strategic fundraising for the museum's operations and project needs.
- Work directly with Board members to help them develop and implement plans to solicit support for the museum.
- Provide staff leadership to Development Committee of the board, including support for the Board's annual giving drive.
- Work with the board Nominating Committee and Executive Director to engage and recruit potential board members.
- Help train Board members in development best practices and engage them in various fundraising initiatives.
- Create an annual plan to achieve contributed income goals for operations and capital needs, including the implementation of an annual membership campaign with appropriate collateral.
- Work with other staff and Executive Director to oversee the preparation and timing of grant requests, including the annual Arts & Science Council application.
- Oversee individual and corporate donor acquisition, retention, cultivation, solicitation and stewardship activities.
- Oversee management of the donor database; set policies and procedures for retention of data and reporting. Maintain security and quality controls.
- Develop a planned giving program with support from Board.
- In conjunction with the Board and Executive Director, cultivate relationships with potential sponsors and major donors. Build and maintain good relationships with key funding sources.
- Prepare annual department budget.
- Under the direction of the Chief Financial Officer, monitor monthly expenses and income to assure that department stays on budget and contributed income goals are being met.
- Work with staff to coordinate the museum's development objectives with the museum's marketing objectives.
- Direct, manage and attend member events and donor receptions, provide support to the Executive Director and direction to the Development Assistant on matters relating to donor receptions, donor events and benefits.
- Attend Board meetings.
- Contribute as a member of the senior management team to overall management of the museum.

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Job Requirements:

Education and Experience:

- 5+ years of fundraising/institutional advancement experience within a museum environment or similarly complex not-for-profit organization.
- Bachelor's degree from an accredited college or university.
- Proven track record of success in development.
- CFRE certification is a plus.

Skills and Knowledge Requirements:

- The position requires an in-depth knowledge of fundraising strategies and the ability to develop and manage major development campaigns targeted at corporate, key individual contributors, and grant making institutions
- Excellent written and verbal communication skills and superior interpersonal and leadership skills.
- Proven organizational skills and the ability to handle multiple tasks.
- Proven management experience and skills.
- Proficient in Microsoft office and in donor database management.
- High degree of professionalism; ability to interact successfully in both corporate and nonprofit environments.
- Some evening and weekend work is required.

Salary:

Salary package is competitive and is commensurate with experience and qualifications. Benefits include health insurance, paid holidays and vacation.

Application Process:

Please email cover letter, resume and references to:

Angelica Docog, Executive Director

ADocog@charlottemuseum.org

NO PHONE CALLS PLEASE.