



NATIONAL MUSEUM OF THE MIGHTY EIGHTH AIR FORCE

THEY SAVED THE WORLD, WE SAVE THEIR STORIES

Posting Date 6/12/2019

Closing Date 7/03/2019

The National Museum of the Mighty Eighth Air Force is the full-time position of Director of Development.

Job Summary

Plan and coordinate all fund raising activities of the Museum to meet capital, operating and project financial goals. Oversee and implement the Major Gifts and Planned Gifts Programs of the Museum.

Duties and responsibilities

- Identify, research, cultivate, solicit and provide ongoing stewardship for donors capable of contributing major gifts and planned gifts.
- Participation in and management of elements of capital/endowment campaigns.
- Coordinate production of materials in conjunction with development associate and marketing for annual fundraising campaigns, membership, and materials to be used in promoting major gifts and planned giving
- Develop and implement Museum's membership program
- Coordinate a system of direct (face-to-face) contacts and follow-up to generate a flow of further inquiries and completed planned giving agreements
- Plan and organize solicitation visits with president
- Develop grant proposals for individual, corporate and foundation solicitation
- Ensure accurate and confidential record keeping, and timely, personalized communications with donors and members
- Prepares departmental budget and is responsible for managing departmental approved budget
- Experience in working with Board of Trustees and Committees.
- Hires, trains, evaluate, schedules, and disciplines departmental staff as necessary
- All other duties

Qualifications.

- B.A. in non-profit management business, history or related field; Master's Degree preferred
- Five years' experience in the development field
- Working Knowledge and experience with planned giving
- Experience with grant writing and museum donor cultivation/solicitation
- Ability to establish and maintain effective working relationships and to work well with others in a team situation
- Excellent communication skills, both oral and written
- Experience in Abila or similar fundraising software and Microsoft Office Suite
- Able to travel

Email resume and cover letter to pyining@mightveighth.org or mail to Director of Development Search, P.O. Box 1992, Savannah, GA 31402. No phone calls please.

The National Museum of the Mighty Eighth Air Force is an Equal Opportunity Employers.