



Position Posting: Campaign Strategies and Foundation Relations
Professional – full title to be determined at hire

Title: Campaign Strategies and Foundation Relations - Professional

Reports to: President and CEO

The National WWI Museum and Memorial (“Museum and Memorial”) is America’s museum dedicated to remembering, interpreting and understanding the Great War and its enduring impact on the global community.

Position Summary: As the Museum and Memorial embarks on a significant comprehensive campaign, it has recognized a need for an experienced professional to provide operational and strategic support for this endeavor. The Campaign Strategies and Foundation Relations position has been created to complement our successful Development team in order to increase philanthropic support for the Museum and Memorial’s growing stature and presence on a national and international basis and enable it to meet it’s 2020-2026 strategic objectives. While the initial focus is on the current campaign and strategic plan, it is envisioned that this position is ongoing, and will focus on the organization’s philanthropic strategies between campaigns.

As a key member of the Development team, the Campaign Strategies and Foundation Relations professional will work with staff, Board, campaign cabinet and volunteers to successfully execute the philanthropic goals and achieve the Museum and Memorial’s *Second Century* campaign objectives. The incumbent will provide effective operational support and strategic leadership to all aspects of the capital campaign activities of the Museum and Memorial. Working closely with the Development team Vice Presidents, the Campaign Strategies and Foundation Relations professional will ensure fundraising benchmarks are established including a prospect development plan, efficient record keeping, donor communications, developing and supporting systems to enable the volunteer campaign cabinet success, and application of fundraising research. The incumbent will develop systems that support campaign prospect pipeline, plan and timeline, donor-centric moves management, fund-raising progress reports, and goals.

The Campaign Strategies and Foundation Relations professional provides leadership to foundation relations and secures philanthropic support from current and prospective local, regional and national foundations. In this role, the incumbent will work closely with the Vice President of Development and the Vice President of Corporate Engagement. The organization supports this initiative with a consultant grant-writer.

The Campaign Strategies and Foundation Relations professional joins a strong and collegial team of fundraising professionals who are committed to advancing the mission of the National WWI Museum and Memorial. The Campaign Strategies and Foundation Relations professional is a member of the leadership team and serves as a strategic partner to senior management and the Museum and Memorial Board on resource development, designing and executing a multi-faceted philanthropy and campaign strategy and managing a foundation portfolio to meet the Museum and Memorial’s current and future financial needs and ambitions.

The incumbent is expected to embrace the Museum and Memorial’s stated mission and core values and demonstrate support for them through professional interactions and performance of job duties.

This is a full-time, exempt position, Monday through Friday work week. The position requires schedule flexibility to meet the expectations of the job, including some evenings and weekends.



Responsibilities: Provides operational and strategic support for the Museum and Memorial *Second Century* capital campaign.

- Serves as a connector, skilled in designing partnerships between external funding partners and Museum and Memorial on projects and campaigns.
- Manages campaign(s) prospect pipeline and ensure timely activity and progress toward the campaign goals and benchmarks.
- After an initial 3-6-month on-boarding period, executes an agreed-upon metric of stewarding Museum and Memorial foundation relations, growing foundation proposals by 15% annually, and ensuring compliance with foundation reporting requirements.
- Creates and coordinates, with the Development Team, individualized moves management plans for prospects, including personal visits, written and electronic communications, cultivation tactics and stewardship.
- Responsible for inputting donor action steps and notes into a fundraising database and communicating donor information to Vice President of Development and other key staff and volunteers.
- Builds and maintains successful relationships when appropriate with the Board of Trustees, campaign leadership, key donors, and fundraising volunteers.
- Manages diverse interests and divergent points of view in a professional manner while advancing the needs of the Museum and Memorial.
- Tracks campaign/s progress and creates reports for the President & CEO, campaign leadership, directors and other key volunteers
- Works with staff responsible for gift processing and finance to ensure proper recording, allocation, documentation, and analysis of campaign gifts and pledges.
- Develops a strong, cohesive campaign communications strategies; oversee the creation of campaign-related publications that may include donor recognition materials, donor communications, etc.
- Works with Development staff to create and manage campaign prospect portfolios and to develop cultivation and solicitation strategies.
- Performs other duties as assigned.

Education and Experience:

- Bachelor's degree with ten (10) or more years of professional experience in development, non-profit management, or a related field; experience with capital campaigns and/or higher education strongly preferred.
- Demonstrated experience in process development and successfully operationalizing strategy and procedures.
- Certification of Fund-Raising Executive ("CFRE") is preferred.
- Demonstrated record of non-profit knowledge, progressive leadership, training, and experience in major gifts.
- Planned giving experience preferred.
- Outstanding organizational skills and the ability to successfully manage multiple priorities while communicating across the organization.
- Demonstrated knowledge of philanthropy research and data.
- Exceptional interpersonal skills, able to work collaboratively with all levels of internal and external contacts.
- Exceptional communication skills.
- Ability to work independently and as part of a team.



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- Computer literate or Proficient with Microsoft products; research and solicitation techniques using the internet and mail communications.
- Proficiency in donor database software highly desired.
- Appreciation and understanding of the Museum and Memorial’s mission and vision, and the ability to effectively communicate the priorities of the campaign.
- Professional demeanor, with demonstrated strong work ethics, enthusiasm and confidence.
- Ability to work weekends and nights.

The National World War I Museum and Memorial is an equal opportunity employer.

Salary and Benefits: The National WWI Museum and Memorial offers a competitive salary with an excellent benefit package, including: pre-tax/Roth 401(k) matching program; health, dental, vision, life with AD&D, and short-/long-term disability insurance, Section 125 flexible benefits; paid holidays, paid time off leave.

Application Instructions and/or Questions:

**Please send your resume, salary requirements, three professional references and cover letter to:
Human Resources**

National WWI Museum and Memorial
2 Memorial Drive
Kansas City, MO 64108
Email: human-resources@theworldwar.org

NO PHONE CALLS PLEASE.

Review of applications begins immediately and continues until the position is filled. By submitting your application, you authorize us to conduct reference checks and a review of available public information. Employment is contingent upon background and reference checks that the Museum and Memorial determines is acceptable.