



Job Posting: Director of Major Gifts

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

A Director of Major Gifts position is being added to the successful Development team to increase private support from individuals of the Museum and Memorial's growing stature and presence on a national and international basis. We are seeking an experienced, assertive, self-motivated, genuine and reliable fundraiser to be a Director of Major Gifts.

Job Summary: As a major gifts professional working with a critical segment of the Museum and Memorial's donor base, the Director of Major Gifts has responsibility to secure funds by managing a group of current and prospective donors. As part of the Museum and Memorial's Development Team, this position will be accountable for fundraising efforts, such as identification, cultivation, solicitation, stewardship and database documentation of major donors and prospects.

The individual in this position is expected to embrace the National WWI 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. Work days and hours are Monday through Friday, 8:30 am to 5 pm. Position requires schedule flexibility to meet the expectations of the job, including some evenings and weekends.

Responsibilities: Specifically, the Director of Major Gifts is charged with the following efforts:

- Actively manage a portfolio of approximately 150 prospective and active individual donors targeted for researching, cultivating, soliciting, stewarding and tracking of major gift donations of \$5,000 to \$100,000 and above and future gifts.
- Create and coordinate, with the Development Team, individualized moves management plans for prospects, including personal visits, written and electronic communications, cultivation tactics and stewardship.
- Assist the CEO, Vice President of Development and other key leadership members with capital campaign planning and execution.
- Work with Vice President of Development, development team, administration and department leaders to develop philanthropic funding opportunities.
- Help establish and take responsibility for tracking and achieving metrics related to major gift-giving goals.
- Be responsible for inputting donor action steps and notes into fundraising database and communicating donor information to Vice President of Development and other key staff and volunteers.
- Build and maintain successful relationships when appropriate with Board of Trustees, campaign leadership, key donors and fundraising volunteers.
- Perform other duties as assigned.

Education/Experience:

- Bachelor's degree required.
- 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.
- Minimum of 5 years successful experience in major gift solicitation is required.
- Strong written and interpersonal communication skills.
- Proficiency in donor database software highly desired.



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- Computer literate with Microsoft products; research and solicitation techniques using the internet and mail communications.
- Ability to work independently and as part of a team.
- Ability to manage multiple priorities while communicating across the organization

Work Environment: *This job operates in a professional office environment and routinely uses standard office equipment.*

Physical Demands: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk and hear. This position can fluctuate between a sedentary role or is very active one that requires standing, walking, bending, kneeling, stooping, crouching, crawling and climbing or balancing many times throughout the day. The employee must frequently lift and/or move up to 15 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.*

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills, or working conditions.

The National WWI Museum and Memorial is an equal opportunity employer: The National WWI Museum and Memorial is an equal opportunity employer and complies with all applicable federal, state and local fair employment practices laws. The Museum and Memorial strictly prohibits and does not tolerate discrimination against employees, applicants or any other covered persons because of race, color, religion, creed, national origin or ancestry, ethnicity, sex (including pregnancy), gender (including gender nonconformity and status as a transgender or transsexual individual), age, physical or mental disability, citizenship, past, current, or prospective service in the uniformed services, genetic information, sexual orientation, familial status, marital status or any other characteristic protected under applicable federal, state or local law. All Museum and Memorial employees, other workers and representatives are prohibited from engaging in unlawful discrimination. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, training, promotion, discipline, compensation, benefits and termination of employment.

The Museum and Memorial complies with the Americans with Disabilities Act (ADA), as amended by the ADA Amendments Act, the Missouri Human Rights Act (MHRA) and all applicable state and local laws. Consistent with those requirements, the Museum and Memorial will reasonably accommodate qualified individuals with a disability, if such accommodation would allow the individual to perform the essential functions of the job, unless doing so would create an undue hardship. If you believe you need an accommodation, refer any such request to the Human Resources department. The Museum and Memorial also will, where appropriate, provide reasonable accommodations for an employee's religious beliefs or practices.

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 programs; museum contribution plan; health, dental, vision, life with AD&D and short- and 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 and cover letter to:

Human Resources

National WWI Museum and Memorial

2 Memorial Drive

Kansas City, MO 64108

Email: human-resources@theworldwar.org

PLEASE NOTE: that any applications submitted after February 12, 2020 will not be considered until after March 5, 2020.

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.