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 of the Museum and Memorial’s growing stature and presence on a national and international basis. We are seeking an experienced, assertive 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, and stewardship 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.
- Build and maintain successful relationships when appropriate with Board of Trustees, campaign leadership, key donors, and fundraising volunteers.
- Assist with preparation of annual budget and monitoring, evaluating, and making recommendations as needed for contributed income sources and resources needed to fulfill objectives.
- 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 and planned giving.
- 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.
- 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.

This job operates in a professional office environment and routinely uses standard office equipment.

Physical Demands: Are representative of those that must be met by an employee to successfully perform the essential functions of this job. A mostly sedentary position that also requires actively moving throughout the Museum and community.

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

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 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 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.