



Position Description: Chief Development Officer

Title: Chief Development Officer

Reports To: President & CEO

Job Summary:

The Chief Development Officer for the National WWI Museum and Memorial will lead the organization's fundraising efforts in support of their aggressive strategic goals. The Chief Development Officer will provide comprehensive planning, implementation management and oversight to all areas of fundraising.

Responsibilities include the leadership in the fundraising campaign, oversight of the 7+ development team, direct management of three vice presidents, etc. Working in close partnership with the CEO, leadership team, board and others, the Chief Development Officer will develop, design and implement comprehensive national and local fundraising strategies.

This individual 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.

Responsibilities

- Manage the Museum and Memorial's development department.
- Work collaboratively with the board to achieve fundraising goals for the organization.
- Collaborate with the leadership team to ensure that there is an integrated and cross-functional approach to development which supports the strategic growth and sustainability of the organization.
- Collaborate with the CEO to develop and implement fundraising strategies that will guide the Museum and Memorial to meet fundraising goals and maximize opportunities around foundation, corporate and individual giving across a national footprint.
- Work with the CEO, staff and board to facilitate short and long-term strategic plans.
- Identify and address development issues that affect the well-being and efficacy of the organization.
- Foster a culture of philanthropy and ensure that fund development is executed in keeping with the Museum and Memorial's values, vision and mission.
- Manage the development department budget's efficiently and oversee development activities in coordination with staff.
- Establish a balanced mix of donor sources and fundraising programs to attract, retain and grow donors and fundraising volunteers.
- Establish performance measures, monitor results and evaluate the efficacy of the development program.
- Maintain accountability and ensure compliance with all regulations and laws, as well as the code of ethics for fundraising professionals.
- Manage and lead portfolio of donor relationships from a variety of sources including individual, grant and corporate opportunities.
- Drive a successful major campaign in collaboration with the fundraising counsel, leadership team and board.
- Cultivate financial support for the organization and the expansion and diversification of the Museum and Memorial's donor base.



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- Manage and oversee development and fundraising operations, including moves management, gift processing, grant writing, record keeping, donor database management, reporting and compliance requirements.
- Collaborate with the development team to execute a well-designed stewardship plan, including fulfillment of donor acknowledgements, foundation requirements and sponsor benefits.
- Performs other duties as assigned.

Education, Experience and Qualifications:

- Bachelor degree or equivalent experience required, advanced degree preferred.
- Minimum of 7 years of relevant work experience leading a development function.
- Demonstrated expertise in multi-year, multi-stream campaign development and implementation.
- Significant experience in gift solicitation, donor recognition and stewardship and corporate and foundation relations.
- Extensive experience and record of accomplishment in identifying, cultivating, soliciting and successfully closing six- and seven-figure gifts.
- Able to navigate geographically diverse philanthropic markets.
- Exceptional communication skills.
- Able to target messages to a diverse set of stakeholders.
- Outstanding organizational skills with a high attention to detail.
- Demonstrated ability to manage multiple deadline-driven priorities in a fast-paced environment.
- Able to thrive in a fast-paced, growth environment.
- Proficient with Microsoft Office products. Ability to utilize fundraising and tracking software is a plus.
- Able to travel. Flexible to work long hours, including some nights and weekends.
- Sincere and deep commitment to the organization's mission and values.

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. Duties, responsibilities and activities may change at any time with or without notice.

Salary and Benefits: The National WWI Museum and Memorial offers a competitive salary with Bonus potential and 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.

The National WWI Museum and Memorial is an Equal Opportunity Employer

To apply:

Send inquiries or cover letter and resume with "NWWIMM, Chief Development Officer" in the subject line to execsearch@hartsook.com.