



Position Description: VP for Development Campaign and Individual Strategies

Title: Vice President for Development Campaign and Individual Strategies

Reports To: Chief Development Officer

Job Summary:

The Vice President of Development for the National WWI Museum and Memorial will manage the Museum and Memorial's individual and membership campaigns as well as provide leadership to several development professionals. Responsibilities include managing a national and international campaign to grow membership and individual giving through direct response, electronic and social media efforts. In addition, this role will manage a profile of priority prospects with the capacity to give five-figure gifts. This position will work in close partnership with the Chief Development Officer and development team to advance the Museum and Memorial's fundraising effort.

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

- Work collaboratively with the development team and the Museum and Memorial's leadership to achieve fundraising goals for the organization.
- Manage and lead portfolio of donor relationships from a variety of sources including individual.
- Develop and manage strategies with the Annual Giving Manager and the Director of Advancement Services to ensure donors have a strategy to grow their loyalty to the Museum and Memorial through increased giving.
- Collaborate with the development team to ensure that there is an integrated and cross-functional approach to development which supports the strategic growth and sustainability of the organization.
- Work with the Chief Development Officer, 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.
- Establish a balanced mix of donor sources and fundraising programs to attract, retain and grow donors and members as well as fundraising volunteers.
- Establish performance measures, monitor results and evaluate the efficacy of the membership and individual giving programs.
- Maintain accountability and the code of ethics for fundraising professionals.
- Manage a team of three including the Director of Advancement Services, Annual Giving Manager and the Donor Stewardship Coordinator.
- Collaborate with the development team to execute a well-designed stewardship plan and sponsor benefits.
- Performs other duties as assigned.

Education, Experience and Qualifications:

- Bachelor's degree or equivalent experience required, advanced degree preferred.



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- Minimum of 5 years of relevant work experience managing a development team preferred.
- Demonstrated expertise in multi-year, multi-stream campaign development and implementation.
- Significant experience in gift solicitation, donor recognition and stewardship, specifically membership campaigns on regional and national level.
- Extensive experience and record of accomplishment in identifying, cultivating, soliciting and successfully closing six-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 use 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, VP" in the subject line to execsearch@hartsook.com.