



**VICE PRESIDENT OF DEVELOPMENT
POSITION DESCRIPTION**

DEPARTMENT: DEVELOPMENT
IMMEDIATE SUPERVISOR: PRESIDENT
STATUS: EXEMPT
HOURS: 40 HRS. /WEEK

THIS POSITION SUPERVISES THE FOLLOWING STAFF:

Capital Campaign and Development Manager, Manager of Community Engagement, Grant Writer

POSITION PURPOSE:

The Vice President of Development is a senior level position responsible for identifying grant and funding opportunities, writing, submitting and tracking donor and grant proposals, managing and administering donor and grant responsibilities, working with the President to solicit and maintain donor relationships. This position oversees all aspects of membership development and affinity groups. This position reports to the President and develops long range and annual fundraising strategies, to meet museum budget goals and maintain positive and purposeful relations with existing and prospective MOSH donors including all Capital Campaign activities.

LEADERSHIP

- Provides strategic vision and leadership in business operational goals and visitor experience goals of the Museum;
- Provides effective participation and leadership at Development, Growth & Planning, Finance and other programmatic and Board committee meetings;
- Provides Museum Leadership as a member of Executive Team, fostering collaboration internally and externally;
- Demonstrates high ethical standards as a fundraising professional by implementing philanthropic best practices and industry standards.

DUTIES AND RESPONSIBILITIES:

- Coordinates the Board and staff in the development of multi-year and annual resource development plans; develops a fundraising plan to annual budget goals for private support;
- Develops and implements fundraising strategies for approaching and cultivating new sources of support including foundations, corporations and individuals;
- Manages multi-million dollar Capital Campaign initiatives and provides support to the President, Board and campaign consultants in organizing and implementing the Capital Campaign solicitation program;
- Develops overall short and long-range plans for annual and sustained giving, sets goals and objectives to support a development plan for the institution, and manages the budget for all annual giving activities;
- Identifies prospective individual, corporate and foundation donors and grantors and prepare proposals;
- Cultivates and stewards enduring relationships with potential, current and past donors;

- Develops detailed strategies for fundraising, cultivation, solicitation and stewardship processes of potential and sustained funders;
- Creates innovative, timely and attractive donor acknowledgement, reporting and recognition opportunities and ensures that all funding and grants are appropriately and promptly acknowledged and recognized;
- Prepares and submits proposals for sponsorships, funding and grants; individually or collaboratively;
- Work closely with the President and Board to lead and manage the process of developing in detail the strategies for approaching specific funders;
- Attends key community functions to build and support a strong donor network;
- Oversee the development and maintenance of Altru and appropriate databases for existing and prospective sources of funds and key contacts;
- Attends staff and webinar training to become familiar with the Museum's Altru Point-of-Sale software;
- Ensure all Development staff are proficient in the use of Altru software;
- Creates statistical and financial reports using the Museum's Altru software system;
- Monitor all donor information; provide and present statistical analysis to the President and Board of Trustees;
- Oversees grant reporting, and compliance for government and foundation grants;
- Works with Manager of Community Engagement and Membership Coordinator to set and accomplish membership goals;
- Incorporates members into sustained donor strategy;
- Represents the Museum publicly as a community leader as needed;
- Performs other related duties as required.

QUALIFICATIONS:

To be successful, an individual must be able to perform each job duty satisfactorily.

EDUCATION AND EXPERIENCE

- Bachelor's degree required
- 7-10 years of related development experience (preferred in a non-profit setting)
- Proven track record of job stability and long term commitment to organization
- Extensive experience managing Capital Campaigns and Development Department
- Knowledge of best practices in non profit fundraising
- Experience and proven success in grant and proposal writing
- Experience managing and/or supporting annual giving campaigns, solicitations and stewardship, donor recognition, donor databases, and special events
- Knowledge of volunteer and membership programs and best practices
- Proficiency in Altru or similar database systems preferred

SKILLS AND ABILITIES

- Exceptional interpersonal skills required, including ability to effectively connect with donors, members and museum supporters
- Strong written and oral communication skills and public speaking; must be able to communicate professionally, effectively and diplomatically
- Strong organizational skills and excellent attention to detail
- Must be able to establish, monitor and meet timelines
- Must work well under pressure with demonstrated ability to juggle tasks, prioritize and manage multiple competing deadlines
- Ability to maintain confidentiality is required

- Strong computer skills with solid knowledge of MS Word and Excel

TIME COMMITMENTS:

Hours are generally Monday-Friday, between 8:30 am to 5:00 pm, but flexibility is required. Some weekends and evenings may be required.

May attend meetings of the Board of Trustees, Executive Team, Board Committees, and Development committees.

DISCLAIMER:

The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents in this position. This job description is not intended to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications, and work conditions of employees assigned to this job. Management has sole discretion to add or modify the duties of this position and designate other functions as essential at any point in time. Management may also modify working hours and work location at any point in time. This job description is not an employment agreement or contract.

EQUAL EMPLOYMENT OPPORTUNITY:

MOSH provides equal employment opportunities for all applicants and employees. We do not unlawfully discriminate on the basis of race, color, creed, ancestry, medical condition, religion, sex, national origin, age, disability, veteran status, marital status, sexual preference or any other basis prohibited by federal or state law or local ordinance applicable to our work locations. We also make reasonable accommodations for disabled employees if we are aware of the need for accommodation and if the requested accommodation does not cause undue hardship as interpreted from the ADA/ADAAA. This policy applies to all areas of employment, including recruitment, hiring, training, promotion, compensation, benefits, transfer, and social and recreational programs.

COMPENSATION: The Vice President of Development is an exempt full time position with benefits; salary commensurate with experience and qualifications.

CONTACT: Interested applicants, please send cover letter and resume to HR@theMOSH.org.