ASSISTANT VICE PRESIDENT OF DEVELOPMENT
POSITION DESCRIPTION

DEPARTMENT: DEVELOPMENT
IMMEDIATE SUPERVISOR: VICE PRESIDENT OF DEVELOPMENT
STATUS: EXEMPT
HOURS: FULL-TIME 40 HRS./WEEK

POSITION PURPOSE:
The Assistant Development Vice President will foster and steward corporate, foundation and individual donors and meet the general operational goals for the Museum budget; strategically supporting the overall management, planning and growing of funds. The position reports directly to the Vice President of Development and works closely with the development team to develop fundraising goals, strategies, and approaches to increase and strengthen fundraising efforts. The Assistant VP of Development will promote the mission of the Museum to the community and to current and potential donors.

DUTIES AND RESPONSIBILITIES:

• Develops and executes a strategic development plan to secure new and upgrade existing donors’ commitments designed to broaden the funding base and increase financial support from corporations, individuals and foundations.
• Coordinates with Curator, Exhibits Manager and Education Department leadership to cultivate and solicit sponsorships for exhibits and programs.
• Manages all compliance measures between MOSH and exhibit/program Sponsors to adhere to sponsorship agreements.
• Manages acknowledgement of all contributions and coordinates special recognition at different levels of giving, emphasizing long term relationship building.
• Writes correspondence including solicitation proposals, meeting requests, and meeting follow-ups; maintains master calendar to maximize cultivation events.
• Enters gifts and pledges into the database and acknowledge all gifts and pledges including preparing pledge payment reminders and pledge agreements; follows up with pledge commitments and past dues.
• Creates, coordinates and stewards fundraising events as part of the overall fundraising effort; provides monthly development reports regarding goals, initiatives and progress on the advancement of the Annual Fund.
• Serves as the primary organizational support to keep donor contacts connected, engaged and involved in volunteer opportunities, special events and exhibits.
• Performs other related duties.

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

EDUCATION AND EXPERIENCE
MOSH Job Description: Development and Capital Campaign Manager

- Bachelor’s degree in Marketing, Business, Communications, or related field.
- Three to five years of fundraising experience with proven experience managing fundraising programs.
- Successful ability to personally identify, cultivate and solicit individual donors, corporations and foundations.
- Networking skills, strategic planning skills.
- Demonstrated experience in managing people and budgets; excellent written and verbal communication skills.
- Knowledge of best practices in non profit fundraising.
- Proficiency in database management, Excel, Power Point, Word and other computer skills; proficiency in Altru POS preferred.
- Experience managing and/or supporting annual giving campaigns, solicitations and stewardship, donor recognition, donor databases, and special events.
- Knowledge of volunteer programs and best practices.

SKILLS AND ABILITIES
- Exceptional interpersonal skills required, including ability to effectively connect with donors, members and museum supporters.
- Very strong organizational skills and sense of self-direction.
- Successful experience working with high-profile volunteer leadership and senior executives.
- Professional with excellent judgment who performs well within a fast-paced organization with many priorities.
- Strong written and oral communication skills and public speaking; must be able to communicate professionally, effectively and diplomatically.
- Strong organizational and analytical; 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.

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. Attend meetings of the Board of Trustees, Board 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.

ACKNOWLEDGMENT

I have read and understand the above job description. If the description is altered, I will be presented with an updated copy to sign which I will keep a copy and one copy will go into my personnel file.

____________________________________    __________________________
Employee (Print Name)       Date

____________________________________
Employee (Signature)