



JOB DESCRIPTION

Position Title: Director of Development

Supervisor: Chief Executive Officer

Status: Exempt

Date: 2/6/2021

Position Summary:

The Development Director is responsible for developing and implementing a plan, consistent with the Museum's strategic long-range plans, to secure contributions through cultivation and solicitation of individual donors, foundations, community groups, and other philanthropic entities. The Director also serves as principal staff to the Midway Foundation, a separate but closely linked non-profit to the Museum.

Principal Duties and Responsibilities:

- Develop and implement strategies for the identification, cultivation, solicitation, stewardship, and on-going engagement of donors for annual, capital, program, endowment, and planned giving charitable revenue.
- Initiate, implement and oversee all correspondence and informational tools for development needs, including effective gift acknowledgement strategies and donor record maintenance.
- Manage and lead the Development and Membership team in achieving mutual and department-specific goals.
- Oversee management of Membership operations to ensure the creation and implementation of strategies to acquire, renew, upgrade, reactivate, and engage members.
- Work closely with the Membership Director to identify and cultivate members to increase their support of Midway through additional cash and legacy donations.
- Provide support to the Museum Board of Directors relative to macro fundraising strategies and donor engagement.
- Monitor donation and donor demographic information; provide statistical analyses on current and projected revenue/trends/tactics to board and senior leaders.
- Manage planning for annual gala to support education programs aboard Midway.
- Manage and provide support to Midway Foundation as president, functioning as chief executive officer.
- Raise, track and manage funds for Foundation operations, campaigns and endowments.

- Lead and manage Foundation annual grantmaking program, including creating and processing applications, conducting grantee research, designing of grant program parameters, developing grant slates, coordinating grant award contracts, and tracking follow-up reporting.
- Represent the Museum and Foundation in public and private venues throughout local, regional and national communities.
- Manage all aspects of Foundation up-coming major capital campaign to fund the construction of 'Veterans Park' on Navy Pier in San Diego.

Knowledge, Skills, and Abilities Required:

Education/Experience:

- Bachelor's Degree required.
- Minimum of five years of experience in leading and managing development operations in a not-for-profit setting.
- Experience working with governing boards, crafting and implementing policy, facilitating strategic conversations, and working with individual board members on philanthropic outreach/giving.
- Experience with management of capital campaigns, including campaign planning, campaign committee selection and management, major donor commitments, mass appeals, fulfillment, and stewardship.

Skills/Abilities

- Proven success in development with a nonprofit with an annual budget exceeding \$5,000,000.
- Excellent communication and relationship-building skills, both written and oral; ability to influence and engage a wide range of donors and build long-term relationships through stewardship.
- Ability to manage a major capital campaign through all phases with various constituencies.
- Ability to represent the Museum's programs to the general public both verbally and in writing.
- Ability to construct, articulate, and implement an annual development plan.
- Ability to lead collaborations and possess leadership skills to inspire and motivate staff, senior leadership and supporters from a wide range of backgrounds.
- Computer skills to include proficiency in MS Office applications, including Word, Excel, Outlook, and PowerPoint as well as donor/member management and CRM software.
- Ability to effectively navigate time pressures and meet simultaneous project and task deadlines.
- Team player – ready and willing to help wherever needed or assigned.

Working Conditions

Job Conditions/Work Location: Work is performed aboard the USS Midway in former administrative offices restored to basic working conditions.

Physical Requirements: Sit for long periods of time. Ability to climb up and down stairs and ladders; to bend, stoop, and lift standard office supplies and small office items.

Equipment Operated: Computer, facsimile, printer, scanner, telephone.

To Apply

Please check the [USS Midway Museum website](#) to apply.