

POSITION ANNOUNCEMENT – Director of Development V 1.02

DIRECTOR OF DEVELOPMENT

The Virginia Museum of Transportation, Inc.

Roanoke, Virginia

The Virginia Museum of Transportation, Inc., the Commonwealth's Official Transportation Museum, is looking for a Director of Development to identify, cultivate, solicit, secure and steward individual prospects and donors on behalf of the Museum. Responsibilities include interacting with and soliciting donors and prospects for annual fund gifts (including events or corporate support as appropriate), major gifts and planned gifts as appropriate. This key position will work directly with the VMT's Board, the Board's Development Committee, senior staff and volunteer leadership, and other fundraisers in order to achieve the development goals of the organization.

POSITION DESCRIPTION SUMMARY

The Director of Development (DD) reports to the Executive Director (ED) and Deputy Director and collaborates with all team members. The DD is responsible for working with the ED, staff and Board to design and implement a fundraising strategy that allows the Museum to grow and ensures long-term sustainability. The DD will be chiefly responsible for membership/donor cultivation and acknowledgment, maintaining donor management databases, corporate sponsorship programs, planned giving campaigns, and fundraising events. The DD will also be responsible for grant writing, communications and other development activities as assigned. This position will play a key role in designing and implementing the VMT's near term and longer-term development plans and achieving its goals.

SPECIFIC JOB RESPONSIBILITIES & ACTIVITIES

The DD works with the ED and Development Committee to design and implement a fund development plan to help the organization sustain its current activities and continue to grow in size and effectiveness. The core job responsibilities include the following:

- Designing and executing a development plan that includes effective fundraising strategies that meets funding goals as set by the staff and board collectively.
- Overseeing the development and implementation of major donor, individual giving, and membership cultivation programs (including special donor groups such as the 611 Society, etc.).
- Working with the Events Coordinator to plan and organize major fundraising events.
- Creating and maintaining tools and systems that support development goals.
- Maintaining and expanding institutional giving (foundations and corporations), including writing grant proposals and reports (or causing same to be prepared).

- Identifying new revenue and fund development opportunities.
- Ensuring that a range of administrative tasks that support fund development are completed, such as processing checks, scheduling meetings, taking and distributing notes from development calls and meetings, generating acknowledgment letters, writing thank-you notes, and other tasks.
- Establishing benchmarks and providing regular updates and reports to the ED and the Board
- Involving (appropriately and selectively) Members of the Board in donor introduction and cultivation calls; as appropriate, counseling/training Board Members in this process (as/if needed)

THE SUCCESSFUL CANDIDATE MUST HAVE:

- Excellent writing skills and computer skills (including website and social media experience)
- 5-plus years of nonprofit fundraising experience and/or a demonstrated track record that matches this experience.
- Experience developing and executing a fund development plan across individual giving, institutional giving, and event fundraising strategies.
- Experience using spreadsheets and or other computer generated reports to manage donor relationships and donor giving.
- Track record of success securing funding/funding commitments from foundations, individuals, and corporations, including:
 - A. Identifying new prospects
 - B. building and maintaining relationships
 - C. Writing proposals and reports.
- Strong relationship-building and relationship maintaining capabilities
- Initiative to work with ED and Development Committee and other staff members to set and execute priorities.
- Excellent time-management skills with the ability to plan, organize, and prioritize workload and manage multiple projects simultaneously.
- Willingness to work a variable schedule, including weekends and evenings when needed, as well as a willingness to travel, occasionally during non-business hours
- A collaborative approach to leadership which proactively involves the ED, Board Members, the Board's Development Committee, and selected Members of the Museum Family

Please respond by e-mailing your resume and any other pertinent information you would like to share to: Careers@VMT.org