



THE AMERICAN CIVIL WAR MUSEUM

Mission: The American Civil War Museum explores, inspires, and promotes the public's understanding of the Civil War – its causes, course, and consequences.

Position Title: Director of Development

Status: Full Time (Exempt)

Reports to: President & CEO

Supervises: Member and Donor Relations Coordinator and Major Gifts Officer

Salary: Commensurate with Experience

Position Description:

The Director of Development is a key member of the American Civil War Museum's senior leadership team, reports to the President & Chief Executive Officer (CEO), and works with the Museum's senior leadership team and Board of Directors to advance the Museum's strategic goals and objectives.

The Director of Development is a dynamic, results-driven fundraising professional. The successful candidate will excel at creating and implementing successful fundraising strategies to secure and increase contributed income and support from individual, corporate, and foundation donors. The Director of Development will identify and qualify prospects, match donor interests to Museum goals, and actively solicit gifts as well as steward donor relationships. In collaboration with the President & CEO, the Director of Development will work cross-functionally throughout the organization to identify opportunities for financial support of the Museum's work and deliver meaningful financial support to the American Civil War Museum.

Key Responsibilities

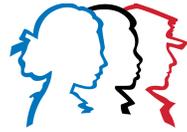
STRATEGY DEVELOPMENT: In consultation with the President & CEO and the Board of Directors, develop and execute a comprehensive development strategy that meets the Museum's annual operating goals and lays continuing groundwork for increasing contributed revenues.

MAJOR GIFTS: Devise and implement progressive new strategies to acquire, renew, and increase major donors; devise program-based fundraising initiatives to attract and retain major donors and increase their loyalty. Oversee prospect research efforts and manage a portfolio of major donors.

DONOR BASE: Actively grow the museum's donor base.

STEWARDSHIP: Demonstrate hospitality and care for donors and visitors through in-person interaction, written communication, and special opportunities to connect constituents with the Museum and its mission.

INDIVIDUAL GIVING: Oversee the Museum's annual membership program and its associated benefits; develop new programs to increase the participation of members. Identify opportunities and provide solicitation strategies for restricted gifts to support exhibitions, programs, and special projects, and unrestricted gifts for general operating support.



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INSTITUTIONAL FUNDRAISING: Manage the Museum's diverse relationships with government, foundations, and corporations for increased success in institutional fundraising. Supervise the research and timely preparation of all foundation, corporate, and government grant proposals, and oversee grant stewardship, administration, and reporting.

CAMPAIGN MANAGEMENT: Support the President & CEO and campaign leadership for successful capital and endowment campaigns. Track gifts, create proposals, and provide strategic guidance for solicitations.

BOARD RELATIONS: Work with the President & CEO to strengthen the Board's role in development; expand, manage and coordinate the Board members and other volunteers' involvement in fundraising activities. Participate in strategic and capital planning. Assume an active role in serving and supporting the Board and Board committees.

EVENTS: Work closely with staff, Board, and other volunteers to maximize the effectiveness of member and special events.

MANAGEMENT: Supervise an enthusiastic development team. Recruit staff as necessary, and actively coach and mentor the development staff.

FINANCIAL MANAGEMENT: Formulate the annual development budget, track financial performance against Museum goals and benchmarks, prepare the necessary interim financial reports and fundraising projections, and monitor department expenditures.

Qualifications Required

Bachelor's degree

Minimum of five years' experience in nonprofit development and fundraising

Minimum of five years' leadership and supervisory experience

Proven success with working externally and engaging face-to-face with current and prospective donors and the Board of Directors

Excellent track record in soliciting and securing gifts from individuals, foundations, and corporations

Excellent relationship building and verbal communication skills

Excellent research and written communication skills

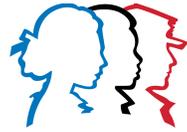
Working knowledge of maintaining constituent records and donor management in a CRMS database

A genuine commitment to the mission, values and work of the American Civil War Museum

Qualifications Desired

Familiarity with the local corporate and philanthropic community.

Museum experience is a plus.



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To apply, send a resume and a cover letter to David Flood at dflood@acwm.org

Equal Employment Opportunity (EEO): The American Civil War Museum 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. Finally, we prohibit the harassment of any individual.