



POSITION DESCRIPTION

Title: Development Director

Reports To: Executive Director

FLSA Classification: Exempt

Approved By: Executive Director and Human Resources Administrator

Effective Date: August 2018

POSITION SUMMARY

The Development Director position with the Evergreen Aviation & Space Museum (EASM) is responsible for executing a strategic and comprehensive fundraising plan for membership and annual giving. The position works closely with other departments to ensure the financial, operational, and cultural health of the organization in the present and future in accordance to the EASM strategic business plan and the vision and direction of the Executive Director. This position requires an effective communicator that can interact with the EASM's Membership and employees from all levels and functions of the organization as well as the external customers, vendors, stakeholders, and EASM's Board of Directors.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Develop and execute a strategic and comprehensive fundraising plan for membership and annual giving.
- Identify, cultivate, solicit and steward corporate and individual donors to increase the number and amount of gifts and establish connections with a variety of community stakeholders.
- Oversee daily activities with specific focus on: individual donor development and solicitation; corporate fundraising; membership; and planning and execution of events.
- Engage current and prospective donor in fundraising activities.
- Oversee and manage annual giving activities including special appeals and membership renewals.
- Continually work with staff, EASM Board of Directors and volunteers to increase the Museum's membership base.
- Manage donor research and strategies to successfully advance donor relations.
- Plan, manage and execute the annual Fall Gala and other fundraising or fundraising events as requested.
- Engage and support EASM Board of Directors on development efforts.
- Ensure appropriate and timely gift acknowledgements.
- Report to the Executive Director, EASM Board of Directors and Committees any follow up analysis of the fundraising activities.
- Oversee grants program, research foundations, write grants, track requests and results, provide reports.
- Monitor and manage the Development and Membership budget.
- Reconcile monthly financials with Finance Department.

- Oversees program's database, membership renewals, special appeals, acknowledgements and special events.
- Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

- Oversees and supervises the Development Associate whose primary responsibilities include but are not limited to the Raiser's Edge database, membership renewals, acknowledgments and assisting with special appeals and special events.
- Responsible for hiring, performance management, training and development, corrective counseling, and termination decisions.

QUALIFICATIONS

- Bachelor's degree in Business Administration Non-profit Management, Business, Management or a related field of study. Coursework in Fundraising Management preferred.
- Requires five (5) years of directly related work experience.
- Must have successful experience in creating a fundraising team helping volunteers to engage their skills and talents to further fundraising activities.
- An equivalent combination of experience and education will be considered in lieu of meeting exact qualifications.

KNOWLEDGE, SKILLS, AND ABILITIES

- Motivated fundraising professional that is enthusiastic about engaging the community in the mission and services provided by the Evergreen Aviation and Space Museum.
- Self-motivated and energetic team player able to motivate and inspire others.
- Successful experience in creating a fundraising team helping volunteers to engage their skills and talents to further EASM's fundraising activities.
- Confidence in soliciting gifts, making appeals and asking for help.
- Demonstrated track record of donor identification, cultivation and stewardship.
- Strategic outlook on fundraising with the ability to implement annual fundraising plan.
- Strong organizational and time management skills with a keen attention to details.
- A professional and resourceful style, ability to work independently and as a team player, highly motivated and able to manage multiple tasks and projects at a time.
- High professional and ethical standards.
- Ability to work a flexible schedule including evenings and weekends as needed.
- Computer proficiency skills and abilities include Microsoft Outlook, Word, Excel and PowerPoint. Experience with Raiser's Edge helpful as well as other databases.
- Ability to represent EASM positively as a member of management.

PHYSICAL DEMANDS

- Regularly performs tasks with hands and fingers for grasping and holding objects.
- Regularly performs office-related tasks at a desk or workstation while sitting, such as: keyboarding, phones, handwriting, filing, etc.
- Sometimes pushes, pulls, lifts, and/or carries up to 50 pounds across a distance with or without supportive devices.
- Sometimes stands, walks, bends, stoops, crouches, reaches, climbs, and kneels throughout the work day.
- Sometimes drives or travels by car; rarely travels out-of-area or overnight.

- Ability to work a variable schedule, including nights and/or weekends when required.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.