

Development Director

About the National Liberty Museum:

The National Liberty Museum (the Museum), located in Philadelphia's historic district, seeks to "bring liberty to life" through stories of people whose character and courage have sought to expand liberty for all. The Museum's exhibits, educational experiences, and public programs are designed to inspire visitors to think about liberty as an ongoing human quest that we all share. The Museum is dedicated to preserving America's aspiration of freedom by encouraging people to find their own place in this story. This is explored through an array of educational and experiential programming in the Museum and community settings:

- **Exhibitions:** Permanent and temporary exhibitions explore the concept of liberty, and our shared responsibility for promoting and preserving it. This is done through a variety of themes, ranging from telling stories of known and unknown heroes; the relationship between glass art and human expression; identity and freedom in the context of LGBTQ+ Pride; etc.
- **Educational Programming:** Whether through tours of the Museum, professional development workshops, or the student outreach program, the Museum's educational programs empower participants of all ages to identify gaps in liberty and close those gaps through their active citizenship and caring for others.
- **Hero Awards & Public Programs:** The National Liberty Museum honors regional and national champions of liberty of all ages who make a difference in the lives of others. The Museum hosts a wide range of public programs throughout the year, from expert speaker events to activities for families, addressing relevant and timely liberty topics in fun, thought-provoking and engaging ways that appeal to all audiences.
- **Diversity & Inclusion:** The Museum offers a customizable proprietary curriculum of best practices and research in DEI issues. Its team building and diversity and inclusion trainings help organizations and their professionals strengthen their community in the workplace, and advance diversity and inclusion.

The National Liberty Museum is open 7 days per week and welcomes 40,000 visitors annually. Its team of professionals are mission-driven experts in education programming, museum services, community outreach, glass art, and resource development.

More information about the National Liberty Museum can be gleaned at www.libertymuseum.org.

Job Summary:

The Museum seeks a **Development Director** to build upon and add to the organization's development capacity in order to expand its individual donor program, and raise its regional visibility as it pursues its \$1.7M operating fundraising goal for 2019 and prepares to embark on an anticipated \$10M capital campaign. The Development Director will directly supervise the Development Administrative Assistant, and co-manage the Development Coordinator, report to the Chief Development Officer, and work closely with the CEO. The ideal candidate will have demonstrable experience in fund development in the nonprofit sector, donor cultivation and stewardship, compellingly representing an organization to internal and external stakeholders, and managing a small staff. An interest in learning about and then becoming a champion for the Museum's mission are musts.

Compensation:

Salary will be in the range of \$95,000-\$110,000 annually, with a performance-based bonus. Benefits are in line with nonprofit industry standards.

Background of Ideal Candidate:

A dynamic, outgoing, self-starting, highly motivated professional with demonstrable experience in fundraising, external relations, and working as part of a collaborative team.

Professional Characteristics:

1. Embracing the mission.
2. At least 3 years' direct experience in a leadership role in donor cultivation and acquisition.
3. Demonstrated ability in fund development from current and prospective major donors and corporations, including being the face of an organization in stewarding relationships.
4. Experience in—and enthusiasm for—stewarding and cultivating a diverse major donor portfolio of individuals and corporations.
5. Fluency in using and directing staff's use of fundraising applications and prospect research tools.
6. Some experience in events and public relations.
7. At least 3 years of supervisory or management experience.
8. Ability to effectively represent the Museum and build relationships with multiple external stakeholders.

Key Responsibilities

1. Resource Development
 - a. Execute the organization's fundraising strategy.
 - b. Manage, then grow, initial portfolio of ~40 major donors.
 - c. Steward and expand relationships with corporate funders and sponsors.
 - d. Manage annual calendar of fundraising activities.
 - e. Oversee annual appeal and glass auction/gala.
2. Management
 - a. Manage at least two direct reports.
 - b. Report regularly to the CDO regarding department administration, donor relations strategies, and staff performance.
 - c. Report regularly to the CEO regarding benchmarks, donor relations strategies, and fundraising performance.
3. External Relations
 - a. Engage key stakeholders and prospects at external events to raise the Museum's visibility and attract more prospective donors to the Museum.
4. Board and Committee Relations

Support the CEO and CDO in benchmarking and reporting on fundraising performance to the Board of Directors and Finance Committee. This may include occasional participation in Board and committee meetings.

Reporting:

Matrix reporting structure. Administratively reports to the CDO. Reports to, and works directly with, the CEO regarding donor relations.

Staff:

Direct Reports: Development Coordinator; Development Administrative Assistant

Finances:

National Liberty Museum has an annual operating budget of approximately \$3.4M from a combination of philanthropy and auction proceeds (72%), investment income (17%), program revenue (7%), and other sources (4%).

Notes:

The National Liberty Museum is an Equal Opportunity Employer seeking a diverse workforce. All the best to you on your search!

Application Process:

Resume and a one-page cover letter that conveys (1) why you are well suited for this position and (2) how it fits into your career should be emailed by **Friday, February 8**, to NLM@fairmountinc.com. Cover letters can be addressed to the National Liberty Museum Search Committee. No paper copies, please.

Confirmation of receipt of applications will be sent by return email. First-round interviews of preferred candidates will be arranged for February 2019. No phone calls, please.