NATIONAL LIBERTY MUSEUM

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www.libertymuseum.org

Director of Development

Description:

Director of Development will be responsible for maintaining and growing a $1.6 million annual goal. The Director will both serve as an active fundraiser on the team as well as plan, organize, and direct all National Liberty Museum's fundraising including the major gifts program, annual fund and special events. The Director will work closely with the CEO and the Board. The ideal candidate will be a high-energy self-starter who combines organizational acumen and fundraising experience with knowledge of the Philadelphia community, as well as the larger philanthropic and corporate sectors. The candidate must be passionate about the NLM's mission and an outstanding team player who works effectively with various constituencies both internally and externally.

Hours:

Full Time 40 hours a week

Duties & Responsibilities:

- Creating and overseeing the annual Development budget and contributions pipeline of individual, corporate, foundation and government supporters, providing monthly reports to the Finance Committee and updating contributions forecasts throughout the year.
- Securing a six-figure contributed revenue goal by managing and growing a pipeline of prospects
- Enlarging NLM's major gifts program through networking and research, cultivation and solicitation of new donors in conjunction with CEO and Board
- Developing strategies to secure new contributed revenue, as well as increasing current donor contributions at all levels
- Overseeing donor stewardship and recognition events and functions
- Directing all fundraising activities for the NLM's Gala & Glass Auction
- Providing direction and oversite of all Development operations to ensure the smooth running of the department and proactive collaboration with other departments, including but not limited to:
    - Leading departmental meetings with team
    - Directing annual grant seeking
    - Managing digital and printed donor recognition
    - Overseeing the Altru fundraising database
- Performing other tasks needed to support overall departmental effectiveness.

Qualifications:

The ideal candidate will be an experienced development professional with a proven track record of fundraising success and significant experience in major gifts, corporate and special events, and campaign management. Qualifications include:

- Bachelor's degree required, Master's degree in relevant field preferred
- 8-10 years of relevant experience

- Goal-oriented campaign strategist who can create and execute new giving opportunities and programs expanding the NLM's financial resources
- Self-starter who can work independently and collaborate with colleagues and volunteer leadership
- Confident and effective relationship builder who enjoys meeting with new and existing supporters
- Experience hiring and leading a team of fundraisers
- Familiarity with the Philadelphia community and philanthropy
- Outstanding written and oral communication skills
- Flexibility with schedule (occasional morning, evening, and weekends)
- Proficiency in Altru and Microsoft Office
- Able to enthusiastically support and promote the NLM's mission and values

Physical Demands:

The work environment and physical demands and characteristics are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions:

- Physical Demands: Requires some physical activity including sitting/standing, limited lifting and carrying (up to 50 lbs.), up/downstairs
- Work Environment: Work is typically performed in an indoor environment, in museum offices or on museum floor
- Equipment: General office equipment, projector, Smart Board, two-way radio

Work Environment/ Office Culture:

We are proud of our Museum family and work each day to create an atmosphere where everyone can contribute their ideas, energy and enthusiasm for the important services we provide to the public. We emphasize working together as a team which is cooperative and supportive of each other, with open communication always.

Our management team is committed to providing an atmosphere of trust and open communication and to listen to and answer any staff questions or concerns. We believe in giving each staff person opportunities to grow and will always promote from within and where possible.

To Apply:

The National Liberty Museum is an Equal Opportunity Employer seeking a diverse workforce.

We are now interviewing and will continue to do so until we find the ideal candidate. Interested applicants are asked to please forward your **1) resume**, and **2) cover letter** in ONE (1) document for immediate consideration to jobs@libertymuseum.org.

We regret we may not be able to respond to all applications. **No phone calls, please.**