



## **LONE STAR FLIGHT MUSEUM POSITION DESCRIPTION DIRECTOR OF DEVELOPMENT**

### **POSITION OVERVIEW**

This position is part of a growing development team with experienced, senior leadership. He or she will identify, cultivate, solicit, and steward major gift donor prospects at the \$25,000 level and above and will manage the stewardship program. The position reports to and works with the Vice President of Development. The right candidate will also be comfortable working closely with the museum's President and CEO and with the board of directors.

### **ORGANIZATIONAL OVERVIEW**

The Lone Star Flight Museum opened its new space at Ellington Airport on September 16, 2017, and is launching a five-year, \$40 million comprehensive campaign. The museum's mission is to celebrate flight and achievements in Texas aviation and to educate and engage our youth through science, technology, engineering, and math (STEM). The museum's vision is to be a dynamic and interactive educational museum reaching the youth of Texas as a recognized experience of choice. We believe aviation inspires achievement and endless possibilities.

### **RESPONSIBILITIES AND DUTIES**

- Create and carry out strategies for individual, foundation, and corporate funders
- Manage a portfolio of major gift prospects through identification, cultivation, solicitation, and stewardship with an emphasis on \$25,000+ gifts
- Build and manage an annual calendar of solicitations, proposals, and stewardship activities
- Identify and track funding opportunities and prospective funders to achieve annual goals
- Manage the donor recognition/stewardship program and work with museum staff to fulfill donor benefits
- Involve board members and museum staff as appropriate in donor engagement
- Conduct research as needed to identify prospects
- Prepare letters of inquiry, proposals, and stewardship reports, as appropriate
- Provide prospect profiles, donor history, and/or reports for the VP of Development, CEO, executive staff, and board as needed
- Other duties as assigned

### **SKILL SETS AND EXPERIENCE**

- Bachelor's Degree
- Three years or more experience in development, with at least two years of experience cultivating and soliciting donors in the \$25,000 range and above
- Ability to take initiative with enthusiasm
- Strong written and verbal communication skills
- Strong organizational and time management skills
- Ability to work both independently and as part of a team to meet deadlines
- Ability to gather, analyze, and summarize information



- Ability to exercise sound judgment and discretion and to maintain donor confidentiality
- Ability to work independently, while building relationships with donors, volunteers, and museum colleagues

The superior candidate will have all of the above plus the following:

- Fundraising experience within a museum environment
- Experience identifying major giving prospects
- Portfolio management experience
- Proposal writing experience
- CFRE (Certified Fund Raising Executive) certification

Attendance at meetings/functions outside of traditional working hours will be necessary at times. Regular local travel required. The physical demands are consistent with the essential functions for this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Status:** Full-time/exempt/salaried

**Reports to:** Vice President of Development

**Application:**

To apply, please send your resume to [barbara.walker@lonestarflight.org](mailto:barbara.walker@lonestarflight.org).