



POSITION DESCRIPTION DEVELOPMENT DIRECTOR

Organization Overview

The Lone Star Flight Museum (LSFM), a non-profit 501(c) 3, opened its \$38 million facility at Ellington Airport in September 2017 after 27 years in Galveston, TX. With the belief aviation inspires achievement and endless possibilities, the museum serves to fulfill its mission to celebrate flight and achievements in Texas aviation history in an inspiring educational environment that meets the needs of students and visitors of all ages. Emphasizing the role of science, technology, engineering and mathematics (STEM), LSFM's vision is to be a dynamic and interactive educational flight museum reaching the people of Texas as a recognized experience of choice.

Position Overview:

Under the supervision of the Senior Director of Institutional Giving, the Development Director will identify, cultivate, solicit, and steward foundation and corporate donor prospects as well as provide management and execution of three annual fundraising special events. Other duties include gift entry, revenue reporting, pledge reminders, and gift acknowledgements. The ideal candidate will also be comfortable working closely with the museum's President and CEO as well as the board of directors.

Primary Responsibilities and Duties:

- Manage a portfolio of foundation and corporate donor prospects through identification, cultivation, solicitation, and stewardship
- Develop cultivation and solicitation strategies for prospects and donors within assigned portfolio
- Provide effective stewardship to assigned donors and develop and document plans for continued engagement
- Write and prepare letters of inquiry, grant proposals, stewardship reports, and related budgets, documents, contracts, and correspondence in support of portfolio management
- Provide prospect profiles, donor history, and reports for the senior director, CEO, executive staff, and board of directors
- Maintain record of all strategies, contacts, and solicitations with prospects and donors in Altru
- Manage an annual calendar of solicitations for foundation and corporate donor prospects
- Collaborate closely with Sr. Director of Institutional Giving and CEO in donor engagement. Work with executive leadership, directors, staff, and volunteers as appropriate.
- Partner with development team and across museum staff to support fundraising events, including underwriting strategies and logistics
- Conduct research as needed to identify and validate prospects
- Other duties as assigned

Skill Set & Experience:

- Bachelor's Degree
- Three years or more experience in development, with at least two years of experience cultivating and soliciting donors in the \$10,000 range and above
- Adept at managing multiple projects, meeting deadlines, and problem solving.



- Excellent interpersonal skills with a demonstrated ability to work well with people at all levels, and a strong commitment to teamwork.
- Articulate, positive attitude, professional demeanor with strong self-confidence, initiative, and independent judgment
- Able to work independently, while also comfortable and successful in building a collaborative relationship with other staff members/departments
- Excellent interpersonal skills: ability to build relationships and trust with board, donors, prospects, and friends of the museum
- Excellent communication skills with the ability to communicate early, often, and with brevity, following up and through
- Strong organizational and planning skills
- Strong problem-solving ability with the ability to synthesize multiple opinions and recommend solutions

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

- Fundraising experience (within a museum environment preferred)
- Proposal writing experience
- Portfolio management experience

Attendance at meetings/functions outside of traditional working hours will be necessary, on occasion. 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/Salary/Reports to the Senior Director of Institutional Giving

The Lone Star Flight Museum is an equal opportunity employer.

To apply, please send a cover letter and resume to Mandy.Porter@lonestarflight.org.