

Director of Philanthropy and Membership



INCUMBENT: Vacant
REPORTS TO: NCM President & CEO
LOCATION: Bowling Green, KY (approx. 30% travel required)
STATUS: Full-time, Exempt
DATE: Open Until Filled

DESCRIPTION

The Director of Philanthropy & Membership is a key leadership team member position responsible for developing, establishing, and carrying out effective multi-year fundraising programs to support the ongoing programs, projects, and activities of the National Corvette Museum. Specific roles of focus include furthering a culture of philanthropy at the Museum, building and maintaining donor, ambassador, member, and Corvette club relationships, and securing significant financial resources from individuals, foundations, corporations, and others to support the National Corvette Museum's mission. This position will also play a lead role in future capital campaign efforts. Approximately 30% of this role will be domestic travel.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develop and successfully carry out a fundraising strategy, working closely with the President & CEO and other key leadership team members.
- Provide strategic oversight of National Corvette Museum Ambassadors, Corvette Clubs, and related programs, expanding these areas as contributed revenue, and partnering with Marketing and other stakeholders on deployment and optimization of programs.
- Be a representative of the National Corvette Museum within the local community and nationwide to build relationships and partnerships with entities and foundations that add value to the National Corvette Museum and provide opportunities for growth and expansion.
- Partner with Human Resources to provide oversight of volunteer program services at the National Corvette Museum.
- Identify and build relationships with potential donors.
- Prepare communication materials to aid in securing major gifts and to support donor engagement.
- Secure commitments of donation and/or participation from donors.
- Ensure donors are thanked in a timely manner.
- Recruit sponsors, participants, and/or volunteers for fundraising events.
- Ensure preparation of materials for charitable events, such as fundraising envelopes, bid sheets, gift bags, etc.
- Work closely with the President & CEO and other key leadership team members to identify income-generating opportunities.
- Work closely with the Marketing & Communications team to create deliverables for our corporate sponsors.
- Establish fundraising and/or participation goals for special events and specified time periods.
- Attend events, meetings, or conferences to promote organizational goals and to solicit donations or sponsorships.
- Monitor and regularly report to the leadership team on the progress of fundraising initiatives and secured donations.

- Travel within the continental U.S. to visit with donor prospects and present philanthropic opportunities to Corvette Clubs.
- Responsibilities are not all inclusive, additional duties may be assigned.

EDUCATION/EXPERIENCE

- Bachelor's degree in marketing, communications, business, or other related discipline. Master's degree preferred.
- Seven to ten years of progressive experience in the fundraising arena, particularly in the areas of successful major donor recruitment and retention, successful donor campaigns, strategic planning, and fundraising program development.

QUALIFICATIONS

- Knowledge of federal guidelines regarding tax advantages for different types of contributions by potential donors.
- Exemplary communication skills and presentation skills and ability to demonstrate these at all levels.
- High level of commitment to team, mission, and company values.
- Knowledge of donor management systems preferred but not required.
- Superb sales and negotiation skills, tempered with diplomacy.
- An extremely organized, disciplined, self-directed, hands-on and process-oriented individual who is not afraid of digging into details when necessary.
- Ability to manage and prioritize multiple tasks.
- Unquestioned personal and professional integrity with assertiveness, presence and confidence.
- Attention to detail, establishing priorities and meeting deadlines.
- Commitment to continued professional growth and development.
- Proficient in Microsoft Office Suite.
- Willing to travel as needed (approx. 30% of this role will be domestic travel).
- Valid state driver's license required.

ESSENTIAL PHYSICAL REQUIREMENTS

- Ability to sit at a desk for one or more hours at a time.
- Ability to lift and carry up to 10 lbs.
- Ability to operate computer and other office equipment.
- Must have sufficient mobility to move around the office and Museum.