



THE CHARLOTTE MUSEUM OF HISTORY DEVELOPMENT DIRECTOR JOB DESCRIPTION

POSITION: DEVELOPMENT DIRECTOR

The Charlotte Museum of History
Charlotte, NC

Job Announcement Date: March 10, 2020

Appointment Type: Full Time Salaried Overtime Exempt Employee

Compensation: Salary starts at \$55,000, plus a \$5,000 annual benefits stipend.

This position reports to the President & CEO.

Website: www.charlottemuseum.org

Deadline to Apply: April 7, 2020

ESSENTIAL FUNCTIONS

The Charlotte Museum of History (CMH) seeks to hire a Development Director who will lead the organization's development efforts in all areas of individual, corporate, and foundation giving. The Development Director will plan, execute, and lead CMH's development efforts to bring growth and sustainability to all areas relating to individual, corporate, and foundation support. In partnership with the President & CEO and Board, the Development Director will create, implement, monitor, and report on a comprehensive development plan and an annual fund development plan to include fundraising goals, strategies, action items, timelines, and assigned responsibilities.

Essential job functions include: research, cultivation, and stewardship for earned income (special events, rentals, etc.), contributed income (annual giving, major gifts, planned giving, membership, endowments/investments), and grant writing.

The Development Director will:

- Plan and execute several special fundraising events annually.
- Serve as a liaison for the Young Affiliates Society (our young professional group), and work closely with our Development Committee and Advisory Council.
- Identify and meet with existing and prospective donors to generate support with a focus on long-term donor stewardship.
- Provide support and inspire board, staff, and volunteer engagement in fundraising and development.

As a member of the leadership team, the Development Director will be passionate about history, education, and historic preservation and recognize their value to society. The ideal candidate will have the ability to match a donor's passion with a specific museum need, and be able to inspire individuals and organizations to support our mission.

We seek a person with thorough knowledge of the development process and the ability to work in a team atmosphere, who will be a positive employee and an advocate for the museum, interacting cooperatively and respectfully with others, internally and externally.

We seek a highly motivated team player who is enthusiastic and proactive, and who thrives in a fast-paced environment.

Core competencies required for this position:

- Exceptional long-term relationship building and interpersonal skills
- Diplomacy and discretion regarding donors
- Sharp attention to detail, highly organized
- Project management and event planning skills; the ability to lead multiple projects from concept to delivery to reporting; ability to prioritize and commitment to following through
- Strong written and oral communication skills, including storytelling (site history and organizational impact reporting)
- Outstanding work ethic
- Strong analytical skills, strategic thinking
- Courage, confidence, flexibility, and adaptability
- Ability to work independently and anticipate needs
- Ability to work as team member to achieve common objectives
- Presence and perseverance

This position requires working occasional weekends and evenings as needed.

EDUCATION AND EXPERIENCE

- Bachelor's degree from four-year college or university required. Master's degree preferred.
- 3-5 years of development experience with increasing responsibility. Charlotte experience preferred; experience with capital campaigns a plus.
- Microsoft Office, PowerPoint, and Talisma database skills preferred.

APPLICATION PROCEDURE

Email cover letter, resume and/or CV, and a grant proposal writing sample to Adria Focht at adria@charlottemuseum.org. Please indicate in the subject line of your email the position to which you are applying and where you learned of the opportunity. The Charlotte Museum of History values diversity and inclusion and is an equal opportunity employer. Only candidates invited for screening will be contacted. No phone calls please.