



## Job Posting: Vice President of Individual and Foundation Giving

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### **Title: Vice President of Individual and Foundation Giving**

**Reports to:** Chief Development Officer (CDO)

The National WWI Museum and Memorial (“Museum and Memorial”) is America’s leading institution dedicated to remembering, interpreting and understanding the Great War and its enduring impact on the global community.

The National WWI Museum and Memorial is committed to an inclusive and diverse workforce. We welcome people of all backgrounds, experiences, and perspectives to enhance the work that we do.

**Job Summary:** The Vice President of Individual and Institutional Giving for the National WWI Museum and Memorial will lead the Museum and Memorial’s Individual and Institutional giving programs. Key responsibilities will be 1) to develop, execute and manage individual and institutional giving at all levels, and 2) to manage a portfolio of individual and foundation donors. This position will work in close partnership with the CDO, CEO, and development team to advance the Museum and Memorial’s fundraising effort.

This individual is expected to embrace the National WWI Museum and Memorial’s stated mission and core values and demonstrate support for them through professional interactions and performance of job duties.

This is a full-time exempt position.

Salary: \$95,000-\$110,000

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### **Responsibilities**

- Foster a culture of philanthropy and ensure that fund development is executed in keeping with the Museum and Memorial’s values, vision and mission.
- Collaborate with the CDO to develop and implement a strategic fundraising plan that will guide the organization to meet fundraising goals and maximize individual giving at all levels.
- Work with the CDO, staff and board to facilitate short and long-term strategic plans.
- Assist the CDO with the strategy and implementation of current and future integrated and capital campaigns.
- Collaborate with the leadership team to ensure that there is an integrated and cross-functional approach to development which supports the strategic growth and sustainability of the organization.
- Identify and address development issues that affect the well-being and efficacy of the organization.
- Manage and grow a portfolio of individual and institutional relationships.
- Actively cultivate financial support for the organization the expansion and diversification of the Museum’s donor base.
- Develop and execute a well-designed stewardship plan for individual and institutional donors.
- Establish performance measures, monitor results and evaluate the efficacy of the membership and individual giving programs.
- Manage a team of two including the Annual Giving Manager and the Individual Giving Officer (open).
- Collaborate with the development team to execute a well-designed stewardship, recognition, and benefits plan.



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- Work with development writer and marketing department to create materials for current and prospective donors.
- Meet agreed-upon fundraising and donor contact goals, using sound judgment to develop personalized solicitation proposals.
- Performs other duties as assigned.

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### Education and Experience

- Bachelor's degree or equivalent experience required; advanced degree preferred.
- Minimum of 7 years of relevant work experience leading a development function.
- Demonstrated expertise in multi-year, multi-stream campaign development and implementation.
- Significant experience in gift solicitation, donor recognition and stewardship.
- Extensive experience and record of accomplishment in identifying, cultivating, soliciting and successfully closing five and six figure gifts.
- Navigate geographically diverse philanthropic markets.
- Exceptional communication skills.
- Able to target messages to a diverse set of stakeholders.
- Outstanding organizational skills with a high attention to detail.
- Demonstrated ability to manage multiple deadline-driven priorities in a fast-paced environment.
- Able to thrive in a fast-paced, growth environment.
- Proficient with Microsoft Office products and with using fundraising and tracking software a plus.
- Able to travel approximately 25%, flexible to work long hours, including some nights and weekends.
- Sincere and deep commitment to the organization's mission and values.

Must show proof of being fully vaccinated for COVID-19, to work safely with staff, volunteers, and guests in the Museum and Memorial. Applicants who become fully vaccinated by their start date will also be welcome.

**Work Environment:** *This job operates in a professional office environment. This role routinely uses standard office equipment.*

**Physical Demands:** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk and hear. This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary. Specific vision abilities required by this job include close vision, including working on a computer, distance vision, and ability to adjust focus.*

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The above statements are intended to describe the general nature and level of work being performed by employees assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills, or working conditions.



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**The National WWI Museum and Memorial is an equal opportunity employer.**

The National WWI Museum and Memorial is an equal opportunity employer and complies with all applicable federal, state, and local fair employment practices laws. The Museum and Memorial strictly prohibits and does not tolerate discrimination against employees, applicants, or any other covered persons because of race, color, religion, creed, national origin or ancestry, ethnicity, sex (including pregnancy), gender (including gender nonconformity and status as a transgender or transsexual individual), age, physical or mental disability, citizenship, past, current, or prospective service in the uniformed services, genetic information, sexual orientation, familial status, marital status, or any other characteristic protected under applicable federal, state, or local law. All Museum and Memorial employees, other workers, and representatives are prohibited from engaging in unlawful discrimination. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, training, promotion, discipline, compensation, benefits, and termination of employment. The Museum and Memorial complies with the Americans with Disabilities Act (ADA), as amended by the ADA Amendments Act, the Missouri Human Rights Act (MHRA), and all applicable state and local laws. Consistent with those requirements, the Museum and Memorial will reasonably accommodate qualified individuals with a disability if such accommodation would allow the individual to perform the essential functions of the job, unless doing so would create an undue hardship. If you believe you need an accommodation, refer any such request to the Human Resources department. The Museum and Memorial also will, where appropriate, provide reasonable accommodations for an employee's religious beliefs or practices.

**To Apply:**

Send Inquiries or cover letter and resume with "NWWIMM, VP" in the subject line to [execsearch@hartsook.com](mailto:execsearch@hartsook.com).

**NO PHONE CALLS PLEASE.**

Review of applications begins immediately and continues until the position is filled. By submitting your application, you authorize us to conduct reference checks and a review of available public information.

Employment is contingent upon background and reference checks that the Museum and Memorial determines is acceptable.