



Position Description

Position Title: Director of Development

Reports to: President and CEO

Status: Full time regular

Compensation: Salary, Pay Range \$70,000 - \$80,000, contingent on experience

Organizational Description:

America's Black Holocaust Museum was founded by Dr. James Cameron. Dr. Cameron is one of few known survivors of lynching in American History. His life experience and passion created ABHM with an interest in educating and sharing. Today, ABHM promotes a space for reconciliation and healing in order to promote a more united community and an equitable world without racism. Our vision is to honor the legacy of our founder, Dr. James Cameron, and the under-told stories of African Americans as an integral part of American history. America's Black Holocaust Museum, an integrated physical and virtual experience, will continue to serve as a catalyst to educate and create space for reconciliation and healing.

Position Description:

The Development Manager reports to and participates with the CEO in the planning and implementation of the department's strategic vision for fundraising efforts and the direct supervision for the Museum's planned giving program for unrestricted/restricted support and endowed funds. This position is responsible for implementing initiatives to identify, cultivate and solicit new and existing donors to ensure a strong base of ongoing financial support, including oversight for individual major donors, planned giving, Capital Campaign operations, solicitations of foundations, high-end individuals and corporate donors. Lead and participate in the grant-writing activities of the Museum.

Duties and responsibilities:

- Provide innovative, visionary and strategic operational planning and leadership for all Museum development activities.
- Develop effective strategies for Corporate Membership relationship building to increase Corporate Membership
- Forge relationships with donors to perpetuate their giving through planned gifts to ensure a growing base of support.
- Identify, cultivate and successfully solicit major gifts from a diverse group of individuals, corporations and foundations. Ensure high-quality and appropriate stewardship of donors at all gift levels.
- Work in coordination with the CEO, Board members, consultants and other staff on the solicitation and execution of the entire grant making process.
- Inputs information and maintains donor software database maintenance to ensure accurate and up-to-date financial campaign reports and pledge tracking.
- Create, manage and monitor an annual development program budget and track progress through monthly and annual reports.
- Manage and evaluate all processes and procedures related to prospect identification, donor engagement and stewardship activities, and contributions management.
- Lead, coordinate and participate in the grant-writing activities of the Museum along with the Development Consultant and Director of Education.

EDUCATION and/or EXPERIENCE:

- Bachelor's degree required and a minimum of three years experience, preferably in a non-profit environment or related field. Major Gifts and Corporate Membership experience preferred.
- Experience in a cultural or educational institution, or equivalent preferred, with a working knowledge of all areas within development, including major gifts, annual giving, membership, corporate and foundation giving, planned giving, campaigns and research.
- Experience raising funds throughout a large geographic region and/or nationwide. Specific knowledge of Milwaukee's philanthropic landscape is a plus.
- Ability to understand, extract and analyze data for effective prospect strategy and programmatic reporting and tracking.
- Strong skills with prospect databases, MS Office suite, project management software, and similar apps and programs.
- Exceptional planning and organizational skills. Results and detail-oriented with the ability to set and meet deadlines. Able to construct, articulate, implement and evaluate written development plans and budgets.

OTHER QUALIFICATIONS:

- Commitment to diversity and a history of working effectively with all people irrespective of their economic status, ethnicity, gender, educational level or sexual orientation.
- Flexible and adaptable work style with the ability to work nights and weekends, manage competing demands and work independently.
- Confident self-starter.
- Energetic and skilled networker who enjoys community engagement, attending events and participating in activities to position the Museum for success.

Job description and responsibilities may change in the future with any updates to the museum

This position is a full time 40 hr Exempt position. Some teleworking will be authorized but subject to change in the future. The workweek might be working from home 3 days a week and 2 days at the museum on a flexible schedule, and subject to change.

For consideration, email resume and cover letter as 1 PDF to: jobs@nmbstrategies.com

Be sure to include the title of the position you are interested in with your letter. Please have "[Your Last Name] – Director of Development" in the subject header for the email. Only those candidates selected for an interview will be contacted. No telephone calls for position inquiries, please.

America's Black Holocaust Museum is an equal opportunity employer committed to diversity at all levels.