



## POSITION DESCRIPTION ASSOCIATE DIRECTOR OF DEVELOPMENT

### 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 achievement 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 Development, the Associate Director of Development executes fundraising and development related activities to achieve success in meeting the annual fundraising goal of \$1.8 million. Responsibilities include management and execution of three annual fundraising events, as well as providing support to foundation, corporate, and individual fundraising efforts. 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:

- Collaborate with the Senior Director of Development to manage and execute assigned activities identified in the comprehensive development plan to successfully meet annual fundraising goals.
- Manage the planning and execution of three major fundraising events, including logistics, underwriting, and other event strategies. Special events include the Annual Gala, WINGS Breakfast, and Texas Aviation Hall of Fame Luncheon.
- With support from the Senior Director of Development, this position has primary responsibility for the underwriting, sponsorship, and fundraising components of the museum's special events.
- Collaborate on preparation of proposals, reports, and other documentation for foundation, corporate, and/or individual donors and prospects. This position will focus their role on prospects up to \$10,000.
- Collaborate closely with Senior Director of Development and other executive leadership to conduct effective stewardship with the museum's donors and develop plans for continued engagement. Coordinate donor site visits, museum tours, and other engagement activities.
- Conduct research to identify prospects and provide prospect profiles, donor history, and report to the Senior Director of Development, CEO, executive staff, and board of directors.
- Maintain record of all strategies, contacts, and solicitations with prospects and donors in Altru database.
- Conduct gift processing, data entry, pledge reminders, acknowledgements, and revenue reporting using the Altru database.
- Other duties as assigned.

### Skill Set & Experience:

- Bachelor's Degree
- Three years or more experience in fund 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 with the ability to build relationships and trust with board members, 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.

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 Development

The Lone Star Flight Museum is an equal opportunity employer.

**To apply, please send a cover letter and resume to [Samantha.Coats@lonestarflight.org](mailto:Samantha.Coats@lonestarflight.org).**