



2025 POSITION DESCRIPTION SENIOR 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 achievements 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:

We are seeking a Senior Director of Development, an experienced development professional with a demonstrated track record of fund development, management and fundraising success, to lead a team with the overall goal of raising philanthropic resources for the museum. This role has oversight and responsibility of all facets of giving, including campaigns, special events, major gifts, foundations, individuals, and corporate support. The candidate will report to the President & CEO and work closely with the museum board of directors and committee chairs.

Primary Responsibilities and Duties:

- Responsible for the day-to-day fundraising activities to generate revenue for the museum.
- Develop and manage fundraising efforts through major and planned giving programs, annual giving, in-kind donations, corporate sponsorships, foundations, in addition to prospect research and donor stewardship.
- Work closely with the CEO, board, and consultants on capital campaign activities.
- Manage all development staff and contractors on all related tasks to meet the overall annual goal.
- Oversee process to create and maintain a portfolio of current and prospective donors and identifies potential increases in giving levels by assessing giving potential, recommending target "ask" amounts, and developing strategies for soliciting the gift.
- Work to promote program objectives by meeting with program and development staff to identify potential funding opportunities and create tailored asks for key major individual and corporate donors based on giving history, preference and information gathered.
- Conduct face-to-face visits, donor tours, solicitations, and other high-level interactions with major gift donors and prospects. Represent the museum at functions as assigned.
- Provide a strategy on prospective donor calls for CEO and board members and Development Committee members in relation to fundraising.
- Write the annual development plan and participate in the strategic planning processes.
- Establish and ensure appropriate and meaningful donor recognition methods and manage the stewardship process for individual donors, while tracking donations.
- Consistently communicate with select donors that resources have been used as intended and share results of donor investments or other relevant information to donors.
- Oversee staff who maintain donor/prospect management system that include information relating to major donors and a system for managing follow-up activities. Provide monthly reports to CEO.
- Oversee staff who devote meticulous attention to donor database, donor history and record keeping so that all prospects/donor interactions will be added into the donor database. Provide monthly reports to the CEO.

- Support the development of the Annual Report and plan for sharing with donors and Board of Directors.

Skill Set & Experience:

- Bachelor's Degree required.
- Minimum 5 years of experience in fundraising with two years in a demonstrated management role.
- Ability to identify, cultivate, solicit, and close major gifts as well as have a demonstrated history of achieving ambitious fundraising goals.
- Demonstrated ability to think strategically and possess understanding of "moves management" strategies and understanding the tactics required to build and manage a prospect pool.
- Experience in managing a substantial portfolio of five and six-figure prospects. Knowledge of current and evolving trends in philanthropy and major gifts. Preexisting professional relationships with Houston's philanthropic community is a plus.
- 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 self-confidence, initiative, & sound judgment.
- Able to work independently, while also comfortable and successful in building a collaborative relationship with other staff members/departments.
- Excellent interpersonal skills: ability to build relationships and trust with board, donors, prospects, and friends of the museum.
- Excellent communication skills with the ability to communicate early, often, and with brevity.
- Strong organizational and planning skills.
- Strong problem-solving ability with the ability to synthesize multiple opinions and recommend solutions.
- Portfolio management experience
- Experience in capital campaigns a plus.
- Fundraising experience within a museum environment preferred.
- Occasional evening and weekend work is required.

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.

Our benefits package includes:

- Competitive compensation
- Some flexibility for partial hybrid arrangement
- Health, dental and vision insurance for employee and eligible dependents
- Paid life insurance
- Long term disability, basic life insurance and other voluntary benefits
- 403(B) retirement savings plan
- Generous and flexible PTO

Status: Full-Time, Exempt

To apply for the Senior Director of Development, email your cover letter and resume to Resume@LoneStarFlight.org

The Lone Star Flight Museum is an equal opportunity employer and welcomes all qualified candidates to apply.