



## THE AFRICAN AMERICAN MUSEUM IN PHILADELPHIA JOB DESCRIPTION

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**POSITION TITLE: VICE PRESIDENT OF DEVELOPMENT**

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### **POSITION SUMMARY:**

The Vice President of Development, provides strategic and operational leadership for the museum's philanthropic initiatives. The Vice President of Development will join the Museum's Executive Team at an exciting time. The Museum is poised to be the city's cultural leader as we bring to life the journey of the African American experience from slavery to freedom. The African American Museum in Philadelphia seeks an experienced candidate to oversee all fundraising activities for a nonprofit organization with a \$2.5 - 3 million annual operating budget.

The Museum plans to diversify its revenue sources through the engagement of individuals and by increasing support from major foundations and corporate partners. The key to the Museum's success will be heightening its public image and broadening its circle of support. The successful candidate will have a full commitment to the Museum's mission, the growth of its resources through support from diverse sources, the management of capital campaigns, and the strategic advancement of its brand. The candidate must be a dynamic self-starter with the ability to provide leadership support the realization of the Museum's long-term development vision. Reporting directly to the President & CEO, the Vice President of Development will provide leadership and strategic oversight for the Museum's comprehensive fund development program to continue to build annual support and to ensure the success of its campaigns as well as cultivate, solicit, and steward transformational gifts to further secure the Museum's future.

The Vice President is responsible for leading the Museum's annual, capital, and endowment fund development efforts to secure financial and in-kind support from key donors and prospects at the local, regional, and national levels. The incumbent will have oversight responsibility of the fund development function and will provide leadership in the cultivation, solicitation, and stewardship of high-end major individual, corporate, and foundation gifts.

Collaborating closely with the President & CEO, the Vice President will implement a comprehensive and multifaceted donor-communication and stewardship strategy ensuring donor satisfaction. The Vice President will lead the Museum-wide commitment to fully utilize technology and software systems to increase and monitor fundraising opportunities. The Vice President will work closely with the President & CEO to forecast the Museum's potential development revenue capabilities and project strategic long-range fund development plans and specific strategies to successfully secure these resources. S/he will have strong working relationships with Board of Directors and Executive Team colleagues. Salary minimum is \$100k and is commensurate with experience.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

- Spends approximately 60% of time cultivating high-end individual, corporate, and foundation donors and prospects; manages a portfolio of prospects and donors, with primary responsibility for cultivating, soliciting, and stewarding these relationships using a high level of visibility.



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- Will be responsible for building the Development Department. This division is currently seeking to fill the following positions: Development Coordinator and a Grant Manager/ Special Projects Coordinator. Additionally, s/he will ensure that individual responsibilities are well-defined and communicated while also encouraging a team environment.
- In collaboration with the President & CEO, works closely with the Board of Directors, Executive Team, and Campaign leadership to identify funding priorities in order to plan and implement comprehensive campaign strategies and accomplish team goals. Establishes a communications plan to keep the Executive Team and Board of Directors current on fundraising strategies, activity, and results.
- Creates, implements, and refines audience development plans for acquiring, renewing, and upgrading donors, members and prospects with and through the Museum's software.
- Oversees special events and cultivation activities to raise funds, engage donors and partners, and build the Museum's image.
- Oversees the development of a comprehensive portfolio of communication materials for donor identification, cultivation, solicitation, annual reports, and stewardship support.
- Conducts business-related travel as needed.

### **CANDIDATE PROFILE:**

The ideal candidate will have the following personal competencies and characteristics:

### **EXPERTISE IN DEVELOPMENT:**

The Vice President of Development will be an experienced leader in the field of development with a measurable track record of success. S/he will have demonstrated expertise in the cultivation, solicitation, and closing of high-end gifts tied to a multi-year fundraising strategy, with particular focus on capital campaigns. The successful candidate has demonstrated record of growing revenue and experience opening and closing major (\$50k+) gifts. To succeed with her/his responsibilities, s/he will flourish in a diverse and high-achieving environment and will be energized by the prospect of leading the Development Team, designing and implementing processes, and integrating best practices. S/he will have a strong data and analysis orientation and a proven ability to use metrics to drive development decisions and achieve strategic objectives.

### **COMMUNICATION AND RELATIONSHIP BUILDING:**

The Vice President of Development will be skilled at building and sustaining excellent relationships at multiple levels and with varied constituencies including individuals, Board of Directors, museum members, administrative colleagues, donors, and volunteers. S/he will be a confident and articulate



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communicator with the ability to work fluidly across all levels. S/he will be a charismatic, high-energy leader who can talk with anyone and successfully convey the Museum's objectives to express the mission and fund-raising goals with clarity, passion and persuasion. Superior writing skills including ability to draft proposals; edit copy; compose donor communications; and create talking points and messaging for development initiatives.

#### **QUALIFICATIONS, SKILLS AND ABILITIES REQUIRED:**

A bachelor's degree in fund development, business, education or related field is required. The Vice President of Development will have at least eight years of fundraising/advancement experience. Management experience is preferred.

#### **PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:**

Must be able to remain in a stationary position for extended periods of time operating a computer. Must be able to adapt to high pace environments occasionally moving/lifting light weight equipment and other work-related objects up to 25lbs. During peak seasons must be flexible to work occasional late nights, weekends and in outdoor weather.

#### **DIVERSITY, EQUITY AND INCLUSION:**

AAMP commits to creating environments that are equitable, just, and accessible without discrimination toward a person's race, gender identity, class, sexuality, ethnicity, religion, age, ability, and national origin. Employees at AAMP are expected to contribute to the advancement of diversity, equity and inclusion within the workplace and in public.

#### **APPLICATION INSTRUCTIONS**

**PLEASE SEND YOUR RESUME, REFERENCES AND COVER LETTER TO [HR@AAMPMUSEUM.ORG](mailto:HR@AAMPMUSEUM.ORG)**