JOB TITLE: Senior Development Officer

REPORTS TO: Chief Development Officer

FLSA: Exempt

ORGANIZATION MISSION
Located at the Lorraine Motel, the assassination site of Dr. Martin Luther King Jr., the National Civil Rights Museum chronicles the American civil rights movement, examines today’s global civil and human rights issues, provokes thoughtful debate and serves as a catalyst for positive social change.

Position Summary
The Senior Development Officer will manage a portfolio of individual, corporate, foundation and government donors. In addition, the Senior Development Officer will work to create and sustain new donor relationships in Tennessee and beyond, with the goal of sustaining the NCRM’s present and future. The Senior Development Officer will continually look to build new donor partnerships and deepen existing relationships, keeping in mind the need to diversify and expand the Museum’s funding base. This position will also participate in multi-year campaigns (capital, endowment), working with the Chief Development Officer. In general, all Development Team members work together to achieve institutional and departmental goals.

JOB RESPONSIBILITIES
Specifically, the Senior Development Officer will be responsible for:
- Meeting assigned fundraising goals ($2m annually)
- Tracking and achieving strategic annual income goals with an eye to increasing support and strategically increasing donor engagement and generated revenue
- Acquiring, cultivating and stewarding new and existing donors and partners
- Managing NCRM’s government grants portfolio
- Participating in planned giving efforts, as appropriate
- Assisting the Chief Development Officer in planning the overall development strategy for the Museum
- Funding all museum programs, working across departments to develop sponsorships, leveraging the internal expertise at the Museum to meet donor needs and secure funding
- Managing and tracking the calendar of donor requests and reporting requirements
- Tracking current and prospective donors’ engagement in Raiser’s Edge
- Providing weekly pipeline reports and monthly reports on activities
- Partnering with Communications to produce fundraising collateral materials,
- Being an advocate for the National Civil Rights Museum
SOCIAL REQUIREMENTS

The National Civil Rights Museum is committed to having a diverse workforce to promote effective engagement with all communities in the region. The Museum seeks a development professional with a track record of fundraising and managing a development organization; strong financial and strategic acumen, keen curiosity and the desire to continue learning; a collegial work style; a sense of humor; the dedication to work hard in support of NCRM’s mission. Over time, the successful candidate will develop an in-depth knowledge of NCRM, its strategic plan, programming, and operations.

MINIMUM QUALIFICATIONS

• Bachelor’s degree (Master’s degree a plus)
• Minimum of five (5) years of fundraising experience in nonprofit environments; Museum experience a plus
• Outstanding persuasive written and verbal communication skills, as well as interpersonal and organizational skills
• Demonstrated ability to digest large amounts of data and communicate that information succinctly
• Experience in working with Raiser’s Edge or other donor databases
• Attention to detail and follow-through
• Flexibility, and the ability to sustain workloads over extended periods during special campaigns and other situations
• Ability to exercise judgment consistent with and supportive of Museum goals, as well as demonstrated ability to cope with pressure
• Knowledge of donor research techniques
• Knowledge of legal and tax matters relative to charitable contributions and fundraising
• Experience in working with designers and printers in the production of promotional materials
• Excellent administrative, organizational, planning, budgeting and interpersonal skills
• Demonstrated ability to work collaboratively with fellow managers and other partners

APPLY

Interested candidates must submit:
• Resume
• Cover letter

All submission must be sent via email to Director of Development at bsakuaye@civilrightsmuseum.org

Please submit your resume by August 28, 2020.