

NCM Development Manager



INCUMBENT: Vacant
REPORTS TO: Director of Sales & Guest Operations
LOCATION: Bowling Green, KY
STATUS: Full-time, Exempt, Hybrid
DATE: Open Until Filled

TO APPLY: Please submit a cover letter, resume, and three professional references to HR@corvettemuseum.org.

DESCRIPTION

The National Corvette Museum (NCM) Development Manager will have primary responsibility for all aspects of the NCM's fundraising and philanthropic programs. Working closely with NCM leadership, this position will cultivate new donors while energizing and maintaining the donor base. Additional focus will be on implementing new fundraising efforts and securing significant financial resources from individuals, foundations, corporations, and others to support NCM's mission. Approximately 20% of this role will be domestic travel.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Create an ambitious and comprehensive written annual development plan and calendar with clearly defined goals, objectives, timelines, and assignment of responsibilities.
- Working closely with NCM leadership, develop and successfully carry out fundraising strategies to increase contributed revenue, including restricted and unrestricted support for exhibitions, major initiatives, acquisitions, endowment, and annual operating support.
- Manage the implementation process of fundraising strategies from beginning to end.
- Cultivate and inspire legacy gifts and oversee the stewardship and benefit of planned gifts to the Museum.
- Manage and implement annual fundraising events, activities, and special campaigns to grow donor participation, recognize current donors, and welcome new communities to the Museum.
- Identify and build relationships with potential donors and foster existing relationships within our donor base.
- Prepare communication materials to aid in securing major gifts and to ensure the highest level of donor engagement, satisfaction, and expressions of appreciation.
- Identify institutional grant opportunities and provide grant writing and submission support.
- Establish and oversee annual fundraising calendars identifying key dates deadlines.
- Manage the day-to-day operations of the development function and team to ensure that all administrative and operational aspects of development are executed at a high level of quality and efficiency.
- Attend events, meetings, or conferences to promote organizational goals and to solicit donations or sponsorships.
- Monitor and regularly report on the progress of fundraising initiatives and secured donations.
- Travel within the continental U.S. to visit with donor prospects and present philanthropic opportunities.
- Responsibilities are not all inclusive, additional duties may be assigned.

EDUCATION/EXPERIENCE

- Bachelor's degree with 5-7+ years of nonprofit fundraising experience that includes major gifts.
- Knowledge of federal guidelines regarding tax advantages for different types of contributions by potential donors is strongly preferred.

QUALIFICATIONS

- Exemplary communication skills and presentation skills and ability to demonstrate these at all levels.
- Goal oriented individual with tenacity to achieve inspirational and attainable goals.
- Ability to lead, motivate, and organize a diverse group of internal and external stakeholders.
- High level of commitment to team, mission, and company values.
- Superb sales and negotiation skills tempered with diplomacy.
- An extremely organized, disciplined, self-directed, hands-on and process-oriented individual who is not afraid of digging into details when necessary.
- Ability to manage and prioritize multiple tasks.
- Unquestioned personal and professional integrity with assertiveness, presence and confidence.
- Attention to detail, establishing priorities and meeting deadlines.
- Proficient in Microsoft Office Suite.
- Willing to travel as needed (approx. 20% of this role will be domestic travel).
- Valid state driver's license required.

ESSENTIAL PHYSICAL REQUIREMENTS

- Ability to sit at a desk for one or more hours at a time.
- Ability to lift and carry up to 10 lbs.
- Ability to operate computer and other office equipment.
- Must have sufficient mobility to move around the office and Museum.