



THE ADMIRAL NIMITZ FOUNDATION

DEVELOPMENT DIRECTOR

JOB DESCRIPTION

The Admiral Nimitz Foundation operates and provides financial support for the National Museum of the Pacific War, a property owned by the Texas Historical Commission, located in Fredericksburg, Texas.

The Director of Development is a full-time position responsible for the organization's comprehensive fundraising program to support the missions of the Admiral Nimitz Foundation and the National Museum of the Pacific War. The Director of Development oversees all activities of the development department and coordinates fundraising activities across the staff. This person promotes The Admiral Nimitz Foundation to ensure a broad base of funding sources, with a strong focus on individual giving.

The Director of Development will:

- Cultivate, solicit, and steward major and annual gifts from individuals to meet short and long-range fundraising goals for the organization.
- Work closely with the President/CEO, Board of Directors, and Board-level Committees on strategic growth and corresponding development initiatives.
- Develop and manage innovative strategies with coordination across the staff to communicate with existing donors and raise revenue in different program areas (online giving, major gifts, planned giving, memberships, bricks, plaques, and memorials, sponsored programs, workplace campaigns, direct mail, special events, grants, etc.)
- Manage the development office by ensuring that appropriate systems, policies, procedures, sponsorship proposals, collateral materials, gift acknowledgement, cultivation efforts, and reporting systems are in place.
- Coordinate with the Marketing Director on all collateral and marketing to the public and to donors.

The ideal candidate should possess:

- Five to seven years of non-profit experience in fundraising;
- Bachelor's degree;
- Successful track record of raising unrestricted and restricted funds, as well as managing grants;
- Minimum of two years of experience directly managing staff;
- Strong interpersonal, supervision, administration, and management skills;
- Ability to write clearly, professionally, and persuasively;
- Advanced computer skills with experience in Microsoft Office or similar software; and
- Familiarity with donor tracking systems and/or database management.

Please send a cover letter and resume to Patt Vaughan, Executive Assistant, at vaughan@nimitzfoundation.org. No phone calls please.