



Portsmouth Museums Foundation, Inc. Executive Director Job Description

Background: The Portsmouth Museums Foundation, Inc. (PMF) was founded as a 501(c)(3) non-profit in 1992. Our mission is to generate private and public funds for the Children's Museum of Virginia (CMVA), and to serve as a receiving agent for funds benefiting all of Portsmouth's City museums and related projects, in partnership with the City of Portsmouth. The Foundation is composed of a 17-person regional Board of Directors and since 1992 it has raised over \$10 million in support of the Children's Museum of Virginia.

The Future: The PMF Board of Directors is focused on building our Annual Fund and further developing major individual and corporate donors to support continued refurbishments of CMVA exhibits, to enhance programming and to ensure long-term sustainability.

The Position: The Executive Director is responsible for providing leadership, vision and day to day management of operations and fundraising for the PMF. Within this context, this person will act as the chief executive officer, chief development officer and overall ambassador. As such, the Executive Director will aim to raise community awareness of PMF's mission, goals and accomplishments, and act as the spokesperson for the organization in its efforts to attract and retain donors, funders, and partners. The Executive Director will work collaboratively with the City of Portsmouth's Director of Museums and Tourism and department staff. The Executive Director position as publicized, will be a part-time salaried position (estimated 20 hours weekly) and will report directly to the PMF Board President.

Specific responsibilities include:

Fundraising and Partnership Development

- Design and implement a comprehensive fundraising and communications program to successfully realize
The PMF's strategic goals of increasing our financial resources, visibility and impact in the community.
- Identify, cultivate, solicit and steward donors and prospects for both unrestricted and restricted support.
- Maintain a portfolio of current and prospective major gift donors.
- Craft fundraising proposals for individuals, corporations and foundations for both annual support and special projects.
- Develop and implement creative and targeted strategies to increase unrestricted support through direct solicitation, annual appeals, events and other activities.
- Develop communications and collateral materials that engage, solicit and validate an investment via donation.
- Plan, manage and execute all fundraising events in conjunction with the board.
- Increase the level of engagement with key stakeholders, including the Board, CMVA members and visitors, event attendees and others to build a broader donor base.
- Serve as the face of the PMF and driver of fundraising for CMVA throughout the Hampton Roads community and the Commonwealth.

Management and Operations

- Collaborate with the Board to define and implement the PMF's strategic plan and fundraising goals.
- Coordinate efforts and work closely with CMVA's staff, including the City of Portsmouth Director of the Department of Museums and Tourism to identify various needs and support the PMF can provide to CMVA.
- Increase board engagement in fundraising through ongoing training and active participation in the

cultivation, solicitation and stewardship process.

- Build and maintain a strong partnership with the Board by clearly communicating organization initiatives, needs, successes and opportunities.
- Assist with Board development and diversity of membership in all forms (geography, age, gender, race, veteran status, etc.).
- Develop an annual budget, ensuring alignment with strategies outlined in the development plan, and create and monitor reports monthly. Provide timely forecasting of expected results to the Board.
- Analyze the performance of giving programs, including financial and donor results.
- Execute all expenditures, maintain financial statements and work with the Bookkeeper and Treasurer as required.
- Ensure donor data is accurate and entered in a timely manner, including gift processing, gift acknowledgements, donor records, contact reports and mailing lists.

Qualifications:

- Bachelor's degree from accredited college/university
- 5+ years of proven expertise in fundraising, preferably with annual funds and major gifts
- Direct experience in museum fundraising is ideal
- Grant writing experience preferred
- Event planning or equivalent experience with comparable knowledge and skills
- Ability to think strategically and creatively about opportunities to raise funds
- Experience working with boards, committees and volunteer fundraisers
- Working knowledge of fundraising software (Donor Perfect), Excel, Word, social media platforms and industry-specific tools
- Excellent oral and written communications skills, as well as strong interpersonal, relationship building and networking skills
- Strong problem solving and implementation skills
- Outstanding organizational skills with the capacity to prioritize multiple responsibilities, multi-task and effectively function in a fast-paced environment to achieve short- and long-term goals
- Ability to work independently under minimal supervision but able to work well with others
- Commitment to the PMF's mission
- Strong connection to local community and ability to leverage network to benefit the PMF's mission

Location: Candidate must be located in Hampton Roads. Hybrid work environment available with flexible hours. Part-time (estimated 20 hours weekly) salaried position.

Compensation: Part-time (estimated 20 hours weekly) salaried position starting at \$40,000

To Apply: Inquiries and resumes with cover letter may be directed in confidence to PMF Board President, Mallory Tuttle (malloryttuttle@gmail.com) noting in the subject line "PMF Part-Time Executive Director."

Deadline to Apply: 1/31/2024