

**Job Title:** Development Manager

**Reports to:** Executive Director

## **About the Organization**

The General Douglas MacArthur Foundation (“Foundation”) was established in 1962 to commemorate the remarkable life and legacy of General of the Army Douglas MacArthur and to provide supplemental support for the MacArthur Memorial, a museum established by General MacArthur and the City of Norfolk. The City of Norfolk owns the collection, staffs, and operates the MacArthur Memorial. The Foundation supports the MacArthur Memorial’s stewardship of the collection and provides funding for exhibits and public programming, in addition to encouraging scholarship and providing leadership awards. For over 60 years, the stability of this relationship between the City of Norfolk and the Foundation has ensured the evolution of the MacArthur Memorial into an internationally recognized museum, research, and education center. Today the Foundation is in the early phases of a major capital campaign to renovate and expand the Jean MacArthur Research and Education Center, a building core to the mission of the Foundation and MacArthur Memorial. This project will enhance the Foundation’s commitment to scholarly research, expand its ability to produce quality educational programs, and will feature state-of-the-art classrooms, outdoor learning areas, and a podcast and video production facility.

## **Position Summary**

The General Douglas MacArthur Foundation is seeking a talented and motivated development professional to join the team as the Development Manager. This position presents an exciting opportunity to play an important role in growing the Foundation’s overall fundraising program and support a major capital campaign. The development manager will be key to furthering the Foundation’s work by growing fundraising capacity and developing and advancing new and existing relationships with donors and prospects. This position will report directly to the Executive Director and will work closely with Foundation staff and volunteer leadership.

## **Responsibilities**

- Developing and implementing an annual fundraising campaign in line with the Foundation Campaign Strategy, working closely with the Executive Director, fundraising counsel, staff leadership and volunteers

- Develop a comprehensive annual fundraising plan, including setting and tracking fundraising goals, and communications calendar to guide annual fundraising activities in accordance with the Foundation Campaign Strategy
- Assist with the implementation of a major-gift fundraising strategy by supporting individualized donor cultivation, solicitation and stewardship strategies for major gift prospects and using moves management to track visits/calls
- Organize and implement all administrative support systems for annual and campaign fundraising including cultivation, solicitation, and stewardship activities
- Maintain a comprehensive prospect list of individuals, corporations, and foundations
- In conjunction with the Executive Director and fundraising counsel, coordinate Campaign Leadership Committee meetings including scheduling, attending, and capturing and distributing action items
- Follow up with the Executive Director, staff leadership and fundraising volunteers on prospect outreach and other action items
- Assist with foundation and corporate grant writing and proposal preparation, as needed
- Work with Foundation and Memorial staff to plan and execute events, as needed
- Work with Foundation and Memorial staff to coordinate inclusion of fundraising messaging in organization's external communication channels, as needed
- Prepare fundraising materials for the Executive Director, staff and volunteers
- Conduct prospect research
- Assist with appointment setting with donors and prospects
- Responsible for the continued development and implementation of an updated donor database and ensure all fundraising activity is appropriately captured, updated, tracked and maintained
- Develop and maintain efficient systems for data entry, gift processing, prospect research, and relationship management
- Track all pledges and maintain contributors list and other supporting templates
- Coordinate and prepare donor and prospect thank you letters and ensure timely dissemination of gift receipts and pledge invoices
- Assist with implementation of fundraising policies and procedures
- Support the Executive Director and staff leadership with all campaign and ongoing fundraising needs and other duties as assigned

## **Requirements**

- Bachelor's Degree or equivalent experience in fundraising

- Three to five years of development experience; knowledge of relevant fundraising principles, practices, and techniques
- Excellent customer service, organizational, oral and written communication skills
- Tact and sensitivity in working with donors and confidential information
- Detail-oriented, with strong analytical and planning skills
- Ability to prioritize and manage multiple tasks and a variety of demands
- Working knowledge of donor management software preferred
- Energetic, self-motivated, flexible and able to work independently, as well as part of a team

### **How to Apply**

If interested, please send a letter of application, resume of previous experience, and three references to [Joseph.Reynes@Norfolk.gov](mailto:Joseph.Reynes@Norfolk.gov) and [Barbara.Rossen@Norfolk.gov](mailto:Barbara.Rossen@Norfolk.gov) by Friday, February 27.

**Job type:** Full-time

**Salary:** \$55,000 - \$70,000 per year