



JOB TITLE: Director, Foundation Relations
REPORTS TO: Chief Marketing & Development Officer
FLSA: Exempt
Salary Range: \$90,000 – 120,000/year
DATE: 1/23/2023

ORGANIZATION MISSION

The National Civil Rights Museum (NCRM), located at the historic Lorraine Motel, honors, and preserves the legacy of Dr. Martin Luther King. We chronicle the American civil rights movement and tell the story of the ongoing struggle for human rights. We educate and serve as a catalyst to inspire action to create positive social change.

POSITION SUMMARY

Reporting to the Chief Marketing & Development Officer, the Director, Foundation Relations will have primary responsibility for the successful planning and execution of cultivation and fundraising strategies designed to deepen foundation engagement in support of the National Civil Rights Museum's organizational priorities. This position will work strategically and collaboratively within Development and cross-functionally within the NCRM team to meet institutional fundraising goals and ultimately increase revenue year over year. The Director, Foundation Relations will manage his/her own portfolio of existing and prospective donors, while supporting the development and rollout of institutional development best practices and processes.

JOB RESPONSIBILITIES

- Leads the cultivation, solicitation and stewardship of the Museum's foundations program, which includes developing and executing ambitious plans to raise significantly increased funding from existing and new institutional foundations
- Cultivates, solicits, and stewards a portfolio of 30-50 active and prospective foundation donors with the capacity to make six- and seven-figure gifts to meet annual foundation fundraising goal
- Creates tailored funder engagement plans and solicitation proposals, taking into account each prospect's priorities, motivations, giving patterns, and ask preferences with the goal of sustaining funder interest and long-term support of NCRM
- Develops and maintains strong knowledge of NCRM's programs, events and priorities to effectively represent the Museum and garner support from funders
- Writes and edits strategy memos, proposals, regular status updates, and other donor communications – all strategically framed for each foundation's specific interests
- May write for other institutional purposes, including cases for support, program/event summaries, impact reports and other marketing collateral
- Monitors the philanthropic landscape, staying abreast of philanthropic trends and foundation giving and oversees prospecting and research to develop new leads for foundation funding
- Supports Development initiatives, including establishing best practice processes, advising on system requirements and writing standard operating procedures.

- Drives strategies based on data-driven decisions with clear and insightful interpretation of foundation fundraising data, and using available dashboard reporting tools
- Owns and supports shared development team goals in driving fiscal year fundraising revenue outcomes, providing insight into current and future performance trends
- Works in collaboration with other development staff and the broader Museum team in support of the Museum's priorities and objectives
- May hire and oversee direct reports, as team expands in the future
- Other duties as assigned and required to execute the overarching objectives and intent of the position

OTHER RESPONSIBILITIES

This position requires exceptional communication skills, solid experience working with traditional, family and corporate foundations, with a proven track record of cultivating and successfully soliciting six- and seven-figure grants. The Director is a key member of the Development team and reports to the Chief Marketing & Development Officer.

TYPICAL PHYSICAL / SOCIAL REQUIREMENTS

- Requires the ability to operate general office equipment and occasionally move various office items weighing approximately 15 lbs. or less
- While the majority of the work is performed inside, some outdoor work is required during various Museum-related functions
- Some travel may be required, as appropriate, to meet with existing or potential funders and/or to attend conferences and other business-related meetings
- Will be required to attend some evening and weekend events as a member of the Development/NCRM team

MINIMUM QUALIFICATIONS

- Knowledge ordinarily acquired through a bachelor's degree or 7-10 years of relevant non-profit experience
- Experience in working with constituent database systems, nonprofit donor database systems preferred
- Solid ability to secure six- and seven-figure donations from a variety of institutional donors
- Proficient with Microsoft tools including Excel, Word and PowerPoint
- Understand complex verbal or written instructions; attention to detail and follow-through is essential
- Ability to plan, organize, coordinate, and prioritize time and projects, including multi-tasking and ability to manage multiple priorities
- Represent the National Civil Rights Museum in a manner that supports a positive reflection of the organization
- Effective communication skills, both verbally and in writing, for collaboration with internal and external stakeholders
- Must possess a valid state driver's license