

Position Description
Director of Donor Clubs and Sponsorships
Fort Worth Museum of Science and History

Summary

Since it was founded in 1941, the Fort Worth Museum of Science and History has grown into one of the most popular and beloved organizations in North Texas. Over the past five decades, more than 250,000 children have participated in its renowned Museum School[®] program and, in recent years, the Museum has hosted more than 800,000 visits annually for its programs, IMAX[®] films and exhibits.

In 2006, the Museum launched a major capital initiative to create a new world-class campus and, since then, has raised more than 85% of its \$75 million campaign goal. The campaign has played a key role in creating a new philanthropic culture for the Museum, involving hundreds of new giving relationships with families and companies who will need to be cultivated and engaged for the organization's long-term financial stability. The strategic "conversion" of these groups from one-time donors to ongoing supporters is a key responsibility for the person in this position.

Along with its corporate membership program and event participation opportunities for companies, the Museum will offer an entirely new slate of annual sponsorship opportunities in its new building, including permanent and touring exhibits, regularly changing IMAX films in the Omni Theater, programs in the Noble Planetarium, and the sponsorship of other ongoing functions (such as its Membership Program, special lecture series, etc.). In that regard, the person in this position will develop and manage the Museum's ongoing corporate membership, sponsorship and event table sales programs through the cultivation and direct solicitation of gifts.

Reporting Relationships

This position reports to the Vice President for Fund Development and Marketing.

Responsibilities

The Director of Donor Clubs and Sponsorships has the following general job responsibilities:

- Create and implement a new program of upper-level donor clubs for families and individuals for the Museum, including prospect identification, solicitation and ongoing cultivation activities.
- Identify, solicit and steward corporate members and sponsors for annual Museum programs, coordinating closely with the VP for Fund Development and Marketing, Director of Grants and Development Operations and the Director of Marketing.

- Oversee the integration of the Museum's ongoing giving programs with the table sales and ticket-sales functions for volunteer-led gala events (such as the annual Mad Scientist Ball) and other ongoing events for annual donors and patrons.
- Actively pursue and implement other ad-hoc and reoccurring annual projects, such as third-party driven events honoring the Museum as a financial beneficiary (i.e., store grand openings, etc.)
- Take responsibility for other development-related projects as assigned.

Career/Educational Requirements

- 5 years development experience preferred, either as director of development for a small/mid-sized nonprofit organization or in the annual giving division of a large development department
- Experience interacting with the corporate community, preferably in securing sponsorship support or corporate memberships
- Understanding of the Fort Worth social and philanthropic communities helpful, but not required
- Experience working with and managing fund raising volunteers important, including having worked directly with board members
- Working knowledge of Raiser's Edge software strongly encouraged
- Warm, outgoing interpersonal skills with the ability to work effectively with a range of staff, volunteers, prospective donors and the general public required
- Ability to handle the stress of managing multiple tasks in a fast-paced environment, during a time of significant organizational transition
- A positive, achievement-oriented attitude and proactive work ethic
- Ability to work in a collegial, respectful work environment mandatory
- Proven ability to maintain the highest level of discretion and confidentiality with sensitive donor giving information
- Strong organizational skills and attention to detail, with the willingness and capability to personally manage administrative details as needed

To apply, please forward resume and cover letter to Personnel Manager, at hr@fwmslh.org or fax to 817-255-9354.