



VICE PRESIDENT OF DEVELOPMENT-FT

ABOUT THE WITTE MUSEUM

The Witte Museum is a catalyst for creating San Antonio as a City on the Rise, shaping the future of Texas. The Witte recently completed a once-in-a-hundred-years, \$100 million transformation, placing the museum on par with Top Tier institutions. The Witte is seeking top tier development professionals to ensure a solid foundation of support for the long term. Founded in 1926, the Witte Museum is San Antonio's premier museum that inspires people to shape the future of Texas through transformative and relevant experiences in nature, science and culture.

The Witte will soon launch a \$100 million Witte Forever Campaign, including Endowment, Capital and Operations, to culminate at the museum's 100th anniversary in 2026. The expanded museum anticipates that it will welcome 500,000 visitors this year, of which over 200,000 are school-aged children and 90,000 free general admission during weekly Free Tuesdays hours.

Most important for this position is innovative and tenacious growth in operational support for the increasingly robust, top tier Witte Museum.

POSITION SUMMARY: The Vice President of Development is a pivotal position for the Witte Museum, ensuring annual operational support of approximately \$6 million annually through Major Gifts, Membership, Grants, and Special Events. The Vice President of Development works closely with the Chief of Advancement and President and CEO, is the liaison to the Development Committee and oversees Development staff in a dynamic team environment. Reporting to and working in close collaboration with the Chief of Advancement, the Vice President of Development will design and execute a comprehensive development strategy for the Witte Museum's operational needs.

RESPONSIBILITIES:

- Oversee the general development operations, including annual fund, grants, membership, and major gifts
- Develop and execute The Witte's annual operational fundraising plan
- Solicit and secure financial support from individuals, foundations and corporations
- Develop new and maintain ongoing relationships with major donors, with specific responsibility for soliciting major gifts between \$10,000 - \$500,000, including multi-year gifts
- Supervise the Director of Major Gifts to ensure that the Annual Fund goals are met, including Quillin Society memberships, end of year appeal, among other solicitations
- Supervise the Grants Officer to ensure that Program Sponsorship goals are met, including developing and tracking proposals and reports for all foundation and corporate fundraising
- Supervise the Fundraising Event Coordinator to ensure event goals are met, including the Witte Game Dinner, the Texas Trailblazer Luncheon, and the Witte 5K and Dino Dash, among others
- Supervise the Membership Coordinator to ensure membership goals are met. Develop and drive the Witte Museum's membership efforts
- Oversee the Membership Team and develop evolving membership campaigns to ensure membership growth annually
- Evaluate results of fundraising efforts and adjust strategies on an ongoing basis. Supervise the creation and updating of all fundraising materials, including standard proposals, reports and all appropriate donor communications
- Guide team in all stewardship activities
- Other duties as assigned

EDUCATION:

- Required: Bachelor's degree

EXPERIENCE AND SKILLS:

- Fundraising success, including successful major gift solicitation
- Excellent verbal and communication skills
- Organized and detail-oriented
- Able to prioritize and manage multiple projects, tasks, and deadlines
- Professional appearance and positive attitude
- Ability to handle confidential information
- Ability to work without direct supervision
- Proficient in Microsoft Office and donor databases
- Preferred: 7-10 years in non-profit fundraising
- Preferred: Proficient in Tessitura or Raiser's Edge software

PHYSICAL REQUIREMENTS:

- Ability to lift up to 30 lbs.
- Must be able to bend, stoop, walk, climb stairs, stand, and sit for extended periods of time
- Must be able to work a flexible schedule including weekends, holidays, and evenings
- Must have valid driver's license

The Witte Museum is an equal opportunity employer.

Closing date: Open until filled

Résumé and Cover Letter may be emailed to: humanresources@wittemuseum.org