



VICE PRESIDENT OF DEVELOPMENT – F/T

The Witte Museum is where Nature, Science and Culture meet and reveals Texas Deep Time, the layers of what is now called Texas, from millions of years ago to the present. The Vision of the Witte is to be the preeminent center for relevant content and engaging experiences in environmental science, STEAM, and cultural stories to shape the future of Texas by empowering all people to create an extraordinary life. The Witte Museum, founded in 1926, opened a transformed museum campus in March of 2017 to critical acclaim, locally to internationally. The \$100 million expansion ushered in a new generation of students and families from Texas and beyond who are empowered to discover nature, science and culture through immersive, interactive experiences in new galleries, labs and riverside habitats. The Witte has earned its reputation as "the People's Museum" because of a commitment to making lifelong learning accessible to all.

POSITION SUMMARY

The Vice President of Development is a pivotal position for the Witte Museum, ensuring operational support of approximately \$5-\$6 million annually through annual donations, membership, and special events. The Vice President of Development works closely with the Chief of Advancement, the President and CEO and the 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 annual giving strategy and membership program for the Witte Museum's operational needs.

RESPONSIBILITIES

- Designs and implements a comprehensive annual fundraising program in support of the Witte Museum's strategic plan, priorities, and initiatives
- Creates donor management plans and manages a portfolio of annual donors and prospects to ensure timely steps are taken toward cultivation, solicitation, and stewardship
- Oversees all aspects of membership including Quillin Society and membership programs
- Leads the Quillin Society's annual giving program, overseeing donors who contribute between \$1,200 and \$25,000, with a primary emphasis on nurturing relationships, soliciting donations, and executing strategic stewardship, all while expanding and sustaining the existing donor base
- Supervises the Membership Manager to ensure membership goals are met. Develops and drives the Witte Museum's membership efforts and develops membership campaigns to ensure membership growth annually
- Coordinates Annual Fund campaign, including the End of Year appeal and contribution campaigns, such as challenge campaigns
- Oversees the general development systems and operations for the annual fund including grants, fundraising events, membership, and major gifts
- Plans and implements various donor recognition events such as Quillin Society receptions, Behind the Scenes Tours, and the annual President's Dinner
- Works in collaboration with the Grants Officer to ensure that Program Sponsorship goals are met, including developing and tracking proposals and reports for all annual foundation and corporate fundraising
- Works in collaboration with the events team to plan, implement and solicit for the Witte Game Dinner, the Texas Trailblazer Luncheon, and the Witte 5K and Dino Dash, with a goal of at least \$1.25 million
- Evaluates results of fundraising efforts and adjusts strategies on an ongoing basis
- Supervises the creation and updating of all fundraising materials, including standard proposals, reports and all appropriate donor communications
- Guides team in all stewardship activities
- Maintains accurate records and history of giving for donors and potential donors within donor management database systems
- Other duties as assigned

EDUCATION

- Required: Bachelor's degree

EXPERIENCE AND SKILLS

- Be a self-starter and goal driven to initiate donor visits and fundraising calls
- Be organized and exhibit follow through on tasks and goals
- Display a positive attitude, show concern for people and community, demonstrate presence, self-confidence, common sense and good listening ability
- Exhibit fundraising success, including successful fundraising events and major gift cultivation
- Excellent verbal and communication skills
- 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

- Must be in good physical condition, able to move moderately heavy objects (35lbs.), bend, stoop, walk, climb stairs, stand, and sit for extended periods of time
- Must be able to work a flexible schedule including evenings, weekends, and holidays
- 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