



Position: Director of Development, National Hellenic Museum

Description

The National Hellenic Museum (NHM) is a non-profit organization with a mission to share Greek history, culture and the Greek American story in relevant and meaningful ways.

The NHM seeks a Director of Development responsible for the planning, daily management, and successful execution of its development and fundraising programs and operations.

Position Qualifications:

- Bachelor's Degree
- Minimum 7 years of senior level experience in nonprofit management and development for a museum, university, or comparable cultural institution
- Demonstrated record of managing fundraising operations that included major gifts, annual giving, events, programs, grants membership, and planned giving
- Experience soliciting and securing major gifts of 6 and 7-figures
- Knowledge of the Chicago philanthropic community and ability to engage new prospects
- Proficiency with Blackbaud (Altru) or similar CRM and Microsoft Office Suite
- Experience developing and monitoring budgets
- Demonstrated success managing teams, overcoming challenges, and meeting deadlines
- Strong organizational and analytical skills
- Self-motivated and entrepreneurial mindset
- Presentation experience and ability to conduct meetings and manage follow up
- Ability to react appropriately, professionally and diplomatically in all work situations
- Excellent communication skills characterized by the ability to listen, speak clearly, and effectively convey ideas in meetings and in writing
- Excellent cultural competence and experience working directly with diverse constituents
- Service-driven and collaborative, continuously seeking ways to problem-solve, serve as a thought partner to colleagues, and have a spirit of "no job is beneath me"

Key Responsibilities Include:

Strategy Development

- In consultation with the Executive Director and Board of Trustees, develop and execute a comprehensive strategic fundraising plan that meets NHM's annual operating budget through activities including annual giving, major gifts, institutional giving, fundraising events, sponsorships, grants, membership, and specialty campaigns.

Fundraising and Development Operations

- Manage all fundraising projects, budgets and all fundraising operations
- Create reports and tracks fundraising progress against goals that includes a robust moves management reporting system.

Donor Database Management

- Ensure accuracy of all data processing in the fundraising CRM (Blackbaud, Altru)



- Manage gift processing, segment donor data and pull relevant mailing lists and reports

Major Gift Fundraising

- Lead and manage the implementation of a major gift strategy to identify, cultivate, solicit, close and steward gifts from individuals and foundations
- Manage a major gift portfolio of individuals, corporate, and foundation prospects
- Identify opportunities and strategies to solicit gifts to support exhibitions, programs, special projects and event sponsorships
- Author proposals to both individuals and organizations
- Supervise the research and preparation of all grant proposals, and oversee grant stewardship, administration, and reporting

Membership

- Oversee NHM's annual membership program and its associated benefits and develop new ways increase the participation of members
- Ensure membership asks are layered into all museum functions and train staff how to solicit and close memberships in their interactions with patrons

Planned Giving

- Develop strategies and execute marketing plans to promote planned gifts among NHM constituents through mail, surveys, email, and print media

Finance:

- Maintain fundraising budgets and regularly reconcile fundraising progress, donor receipts, and disbursements of funds with Finance

Prospect Research

- Manage the prospect research and analytics function which includes donor profiles, relationships with volunteers, wealth screenings, report generation, and new prospects.
- Create a pipeline of new prospects to keep the major gift fundraising portfolios active and consistently refreshed.

Donor Stewardship, Marketing and Communication

- Work with the Marketing and Communication teams to produce relevant and informative fundraising literature, including a case for support, appeals, newsletters, email and social media marketing
- Manage all development related communications across museum departments and serve on museum-wide project teams and trustee-level committees as appropriate
- Create development opportunities across all departments
- Oversee the planning of all donor stewardship, including managing budgets, committees, marketing/promotion and donor and guest follow up

Events

- Oversee sponsor solicitation and stewardship for Gala, Trial, Golf Outing, Kouzina, Homerathon, and other NHM programming.
- Plan and manage the fundraising events program, providing strategic problem solving and oversight to ensure the success and reputation of events

Board of Trustee & Committee Relations

- Work with the Executive Director to develop strategies to initiate and meet fundraising goals by coordinating trustee engagement in the development and solicitation process



Campaign Management

- Participate in strategic campaign planning for the creation of an endowment and long term exhibition plan

Community

- Lead ongoing cultivation and stewardship of external stakeholders to foster a positive image and identify audiences (corporate, educational, civic, cultural) to support the mission of NHM and drive membership and visitors

Performs other related duties as assigned.

Physical Requirements

- Lifting, moving, adjusting, or pushing objects up to 20 pounds in all directions
- Move self in different positions to accomplish tasks, and ascend and descend stairs
- Remain in a stationary position, often standing or sitting for prolonged periods
- Ability to operate computers, printers, and telephones

Hours and Requirements of the Position: Full-time, Monday through Friday, 9:00 am to 5:00 PM, including occasional early morning, late evening, and weekend hours related to meetings or events. Schedules can be flexed when evening or weekend hours are needed.

Location: Office located at 333 S. Halsted St, Chicago, IL 60661. Potential for partial hybrid work schedule.

Benefits: Medical, Dental, Vision insurance, paid time off including holiday and accrued vacation days.

The National Hellenic Museum is committed to creating a diverse work environment and an equal employment employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status. The National Hellenic Museum requires all employees to be vaccinated against COVID-19, following all applicable legal requirements and considerations.