

## **Portsmouth Museums Foundation Executive Director Job Description**

**Background:** Portsmouth Museums Foundation (PMF) was founded as a 501(c)(3) non-profit in 1992 to raise and administer private and public donations for the Children’s Museum of Virginia (CMVA). Since 1992, PMF has raised over \$10 million to support the Museum. The Foundation is comprised of a 25-person regional Board of Directors representing Portsmouth, Norfolk, Chesapeake, Suffolk and Virginia Beach. Today it serves as a tax-deductible conduit for contributions to CMVA.

Established in 1980, the Children’s Museum of Virginia is the largest children’s museum in the Commonwealth of Virginia. The Museum nurtures children’s imaginations and establishes a lifelong love of learning through fun, dynamic, interactive and educational exhibits, programs and activities. CMVA has annual attendance of 175,000 visitors from all 50 states.

**The Future:** CMVA aims to create a more interactive visitor experience that is focused on literacy and tailored to its core younger audience. To realize this vision, the PMF Board of Directors is focused on building our Annual Fund and further developing major donors to support continued refurbishments of exhibits, enhance programming and to ensure long-term sustainability.

**The Position:** The **Executive Director** is responsible for providing leadership, vision and day to day management of operations and fundraising for PMF. Within this context, this person will act as the chief fundraiser and ambassador for PMF, raise community awareness of PMF’s mission, goals and accomplishments, and act as the spokesperson for the organization in its efforts to attract and retain donors, funders, and partners. The Executive Director will report directly to the PMF Board President.

*Specific responsibilities include:*

### **Fundraising and Partnership Development**

- Design and implement a comprehensive fundraising and communications program to successfully realize PMF’s strategic goals of increasing our financial resources, visibility and impact in the community.
- Identify, cultivate, solicit and steward donors and prospects for both unrestricted and restricted support.
- Maintain portfolio of current and prospective major gift donors.
- Craft fundraising proposals for individuals, corporations and foundations for both annual support and special projects.
- Develop and implement creative and targeted strategies to increase unrestricted support through direct solicitation, annual appeals, events and other activities.
- Develop communications and collateral materials that engage, solicit and validate an investment in CMVA.
- Plan, manage and execute all fundraising events.
- Increase the level of engagement with key stakeholders, including the Board, CMVA members and visitors, event attendees and others to build a broader donor base.
- Serve as the face of PMF and driver of fundraising for CMVA throughout the Hampton Roads community.

### **Management and Operations**

- Collaborate with the Board to define and implement PMF’s strategic plan and fundraising goals.
- Increase board engagement in fundraising through ongoing training and active participation in the cultivation, solicitation and stewardship process.

- Build and maintain a strong partnership with the Board by clearly communicating organization initiatives, needs, successes and opportunities.
- Assist with Board development and diversity of membership in all forms (geography, age, gender, race, etc.)
- Coordinate efforts and work closely with CMVA's City of Portsmouth staff, including the Director of Portsmouth Museums and Tourism and Economic Development staff to identify various needs and support PMF can provide to CMVA.
- Develop annual budget, ensuring alignment with strategies outlined in development plan, and create and monitor reports monthly. Provide timely forecasting of expected results to the Board.
- Analyze performance of giving programs, including financial and donor results.
- Execute all expenditures, maintain financial statements and work with the Treasurer oversee PMF bookkeeping.
- Ensure donor data is accurate and entered in a timely manner, including gift processing, gift acknowledgements, donor records, contact reports and mailing lists.

*Qualifications:*

- Bachelor's degree from accredited college/university.
- 5+ years of proven expertise in fundraising, preferably with annual fund and major gifts.
- Event planning or equivalent experience with comparable knowledge and skills.
- Ability to think strategically and creatively about opportunities to raise funds, manage competing priorities and work well with others.
- Experience working with boards, committees and volunteer fundraisers.
- Working knowledge of fundraising software, Excel, Word, social media platforms and industry-specific tools.
- Excellent oral and written communications skills, as well as strong interpersonal, relationship building and networking skills.
- Strong strategic thinking, problem solving and implementation skills.
- Outstanding organizational skills with the capacity to prioritize multiple responsibilities, multi-task and effectively function in a fast-paced environment to achieve short- and long-term goals.
- Ability to work independently under minimal supervision.
- Commitment to PMF and CMVA mission and vision.

**Location:** Candidate must be located in Hampton Roads. Hybrid work environment available with flexible hours.

**To Apply:** Inquiries and resumes with cover letter may be directed in confidence to PMF Board President: Brandy Lee McNamee, [blmcnamee@bakefresh.com](mailto:blmcnamee@bakefresh.com), noting in the subject line "PMF Executive Director."

**Deadline to Apply:** 8/15/22