

NATIONAL VETERANS MEMORIAL AND MUSEUM

The National Veterans Memorial and Museum (NVMM) in Columbus, Ohio represents a national initiative of profound importance for our nation's 20+ million living veterans. There was previously no single monument or museum dedicated to the veteran's experience in the US today. With 30,000 square feet available for exhibit space, this new institution celebrates the service and honors the sacrifice of veterans throughout history. Envisioned by the late Senator John Glenn (1921-2016), Colonel, USMC (Retired), as a gathering place for veterans across the country. The museum opened to the public on October 27, 2018. NVMM presents the Veteran experience through the lens of personal stories and life-changing experiences from which visitors will be inspired to learn more about our country's history and actively engage in their communities as informed citizens.

POSITION OVERVIEW

The NVMM seeks an energetic and engaging individual to support the Advancement Team in the cultivation, solicitation and stewardship of new museum donors. The **Development Officer** must have excellent communication skills, strong fundraising, problem-solving aptitude, a donor-centric approach, ability to work in an evolving and fast-paced environment.

MAJOR DUTIES AND RESPONSIBILITIES

- Provides leadership for design/messaging/implementation/evaluation of all aspects of Point-of-Sale Campaign, Combined Federal Campaign, social and crowdfunding campaigns.
- Coordinate with Marketing and Communications on social media and advertising efforts of fundraising campaigns (ie Point of Sale Campaigns, virtual races and programmatic fundraising efforts).
- Works with the Vice President and Director of Advancement in cultivating prospects for increased annual gifts and major gift prospects.
- Identifying and researching prospective donors, including individuals, corporations, foundations, organizations.
- Coordinates the planning and implementation of key cultivation, solicitation and stewardship events.
- Create and maintain donor profiles.
- Research and give recommendations on the adoption of best practices and innovative approaches to individual giving, annual appeals and events.
- Provide data analysis and reporting support to Advancement Services coordination specifically with Board communications.
- Performs other duties as required or assigned.

In the performance of their major duties and responsibilities, all employees of the organization are expected to fulfill the following:

- Gain a general understanding of United States Veterans

Development Officer, Advancement Office

NATIONAL VETERANS MEMORIAL AND MUSEUM

- Perform quality work within deadlines with or without direct supervision.
- Interact professionally with other employees, constituents, and vendors.
- Work effectively as a team contributor on all assignments.
- Work independently, while understanding the necessity for communicating and coordinating work efforts with other employees and organizations.

JOB QUALIFICATIONS

- At least two years prior fundraising is required.
- Project management, corporate relations and event fundraising experience are preferred.
- Proactive time management skills and the flexibility to pivot between tasks.
- This is a full-time position.
- Some occasional evening hours or travel are required.
- Strong verbal and written communication skills and an ability to interact with persons of diverse jobs, backgrounds, and personalities.
- Donor-centric, extremely personable and polite, comfortable and friendly while interacting with the public.
- Dependability, adaptability and ability to work well with a team.
- Candidate must be able to maintain a professional manner by using tact, initiative, good judgment and confidentiality always.

EDUCATION

Bachelor's degree and a minimum of two years of experience in sales, development, advancement relations, communications and/or marketing. The candidate must also have a collaborative professional philosophy, recognizing that this position is integral to the achievement of the goals and objectives of the Advancement Office and the organization.

KNOWLEDGE, SKILLS AND ABILITIES

COMMUNICATIONS SKILLS: Ability to communicate clearly, concisely and professionally both orally and in writing. Strong interpersonal skills a must.

PLANNING AND ORGANIZATION: Ability to manage several projects simultaneously, prioritize and plan work activities while meeting established deadlines. Strong organizational and time-management skills.

ANALYTICAL AND PRESENTATION SKILLS: Ability to evaluate, interpret, and present complex information effectively in professionally prepared documents or presentations. Must possess a demonstrated attention to detail to achieve a high degree of accuracy.

Development Officer, Advancement Office

NATIONAL VETERANS MEMORIAL AND MUSEUM

TECHNICAL SKILLS: Proficient in the use of administrative systems software, such as Tessitura, Blackbaud, Raiser's Edge, Colleague, Constant Contact, etc. Proficient with Microsoft Office suite, especially Excel, Word and PowerPoint.

LEARNING AGILITY: Independent and innovative self-starter who displays an ability to learn quickly and easily adapts to changing situations. Experience researching topics to gain knowledge and understanding when information gaps exist.

TEAMWORK: Ability to collaborate effectively with colleagues within the division and other units to gain a full understanding of the project and the desired outcome; ability to produce high quality and consistent results with the assistance of team members; provide support to teammates involved in complex and special projects requiring additional resources and specific expertise.

NVMM Application Process

The National Veterans Memorial and Museum offers a competitive salary and a comprehensive package of benefits.

For consideration, please email a cover letter, and resume, to jobs@nationalvmm.org. Please be sure to include the title of the position, Development Officer, in the subject of the email. Resumes will be accepted for this position through **January 15, 2021**. Only selected qualified candidates will be contacted for an interview. No phone calls will be accepted.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The NVMM is an equal opportunity employer and does not discriminate against any applicant for employment or any employee because of age, color, sex, disability, national origin, race, religion, sexual orientation, gender identity, or military veteran status.