

Portsmouth Museums Foundation

Executive Director Job Description

Background: The 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 embarking on a campaign that will support: \$4 million in capital enhancements to redesign and refocus exhibits towards the core audience, and to create and implement an annual fund program 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 and will hire an administrative assistant/donor development coordinator who will report directly to the Executive Director.

Specific responsibilities include:

Fundraising and Partnership Development

Capital Campaign (\$4 million over 36 months, pledge period of 5 years)

Fundraising counsel will be retained during the campaign. It will be the job of the Executive Director to work with them to:

- Design and implement a comprehensive funding and external communications program that increases visibility, impact and financial resources to support realize strategic goals.
- Identify and cultivate new funding streams and new sponsors among individuals, foundations, corporations, and other funding sources (government grants, etc.).
- Develop leadership among the Board and volunteers in major fundraising efforts.
- Increase the level of engagement with the Board, members, event attendees and other prospects to build a broader donor base.
- Represent PMF and CMVA effectively with donors, partners and other stakeholders across a wide variety of settings

Annual Fund

- Establish and implement a consistent and viable annual fund campaign for the PMF/CMVA.
- Develop and execute a communications plan and materials that engage, solicit and validate an investment in CMVA.
- Identify, cultivate and steward annual fund donors throughout the year.
- Together with administrative assistant/donor development coordinator, design annual fund campaigns and communications.

Management and Operations

- Work with the Board to define and implement the Foundation's strategic plan and fundraising goals.
- Work with the Director of Portsmouth Museums to identify various needs and support for the PMF to provide for the CMVA.
- Build and maintain a strong partnership with the Board by clearly communicating organization initiatives, successes and opportunities.
- Establish and maintain partnerships with local organizations, foundations, corporations and individual funders.
- Plan, market, coordinate and execute all fundraisers and special events.
- Analyze performance of giving programs including donor acquisition and retention.
- Execute all expenditures, maintain financial statements, ensure with the Treasurer the presentation of the financial statements to the PMF Board and Executive Committee, and with the Treasurer oversee the bookkeeping for the PMF.
- Work with Board President to establish processes for board development.

Qualifications:

- Experience in nonprofit fundraising with a minimum of 5 years of proven expertise in capital campaign and annual giving. Candidate should also have event planning or equivalent experience from which comparable knowledge and skills are required.
- Excellent oral and written communications skills, as well as strong interpersonal, relationship-building and networking skills that facilitate work in a collaborative and multi-faceted team environment.
- Strong strategic thinking, problem solving and implementation skills.
- Ability to speak effectively to groups of employees, high-level volunteers, board members and the public.
- Outstanding organizational skills. The capacity to prioritize multiple responsibilities, multi-task and effectively function in a fast-paced environment to set and achieve short- and long-term goals.
- Ability to identify, attract, and retain donors.
- Ability and willingness to work flexible hours including weekends, early morning, and/or evening hours.
- Ability to work independently under minimal supervision.
- Strong commitment to excellent customer service.
- Commitment to PMF and CMVA mission and vision.

To Apply: Inquiries and applications may be directed in confidence to the PMF Board President: Stephen Korving, stephen@korvingco.com, noting in the subject line "PMF Executive Director."