



## **Director of Development Texas State History Museum Foundation**

The Director of Development maintains and builds new relationships that result in support for the Bullock Texas State History Museum. The position reports to the Executive Director and is responsible for identifying prospects, creating funding proposals, making solicitations and overseeing development processes. The Texas State History Museum Foundation (TSHMF), a 501(c)3 nonprofit organization created in 1999, works collaboratively with the Bullock Museum to raise funds through the generosity of individuals, corporations, and foundations and the state. The TSHMF staff is led by a board of individuals from throughout the state that guides fundraising and hosts an annual gala which features the History-Making Texan Award. The TSHMF supports the Museum's exciting roster of special and permanent exhibitions, public programs, and special projects.

The TSHMF offices are located at the Bullock Museum at 1800 Congress Avenue, Austin, Texas 78701. This is a full time (40 hours/week) position with some flexibility in scheduling. Salary commensurate with experience, with health insurance, benefits, and parking.

### **Responsibilities:**

Specifically, the Director of Development will:

- Research and identify prospects, establish solicitation priorities, develop and execute targeted cultivation plans and solicitation strategies for a range of prospects, and organize and monitor volunteer assignments and follow-up;
- Manage a stewardship program to ensure the Foundation fulfills legal and ethical obligations to donors while following industry standards and best practices;
- Implement a donor cultivation program for statewide donors and prospects;
- Create and implement an annual comprehensive development plan for all fundraising activities including individual, foundation, and corporate requests;
- Develop and/or revise fundraising efforts including the gala, endowment, planned giving, matching and in-kind gifts, corporate and individual sponsorships, major gifts, and foundation and government grant requests;
- Oversee management of the donor database, set policies and procedures for retention and reporting, and maintain security and quality controls;
- Develop funding proposals, establish and maintain personal contact and relationships with prospects;
- Produce donor cultivation and stewardship events;
- Participate in solicitations as appropriate on visits throughout the state of Texas; and
- Evaluate progress towards goals, prepare reports on fundraising and present to the Board and Executive Director, recommend revisions to fundraising plan, as needed, to meet goals.

## Experience Required

- Bachelor's degree required; and familiarity with nonprofit cultural institutions preferred;
- Minimum 5 years of professional experience with foundations, corporate, individual giving and/or major gifts; and at least 3 years in a leadership role over-seeing a development team is preferred;
- Proven success at securing major gift support and identifying and cultivating prospects;
- Superior verbal and written communication skills;
- Excellent interpersonal, analytical and organizational skills, capable of working effectively with board members, staff members, volunteers, consultants and donors/prospects;
- Energetic, self-motivated, flexible and adaptable with a sense of humor, able to multi-task and work independently in a small, hands-on work environment;
- Computer fluency in MS Office, donor database software, web applications, and knowledgeable about the role of technology and electronic communication in fundraising; and
- A familiarity with Texas history and museum practice desirable.

**Terms and Compensation:** The position is full time with benefits. The salary is commensurate with experience. Travel throughout Texas and some evening hours will be required. The position is based in the Bullock Texas State History Museum in Austin. The TSHMF is an equal opportunity employer and does not discriminate against any person based on age, race, national origin, gender, sexual orientation, religion, marital status, parental status or mental/physical handicap.

**To Apply:** Please submit resume, cover letter, and two writing samples (at least one should be a request for support) to [info@tshmf.org](mailto:info@tshmf.org) or to:

Texas State History Museum Foundation

P.O. Box 12456

Austin, TX 78711

No phone calls, please.

## The Bullock Museum

The Bullock Texas State History Museum is the state's official history museum and only institution dedicated to telling the story of Texas. Opened in 2001, the Bullock Museum offers dynamic and engaging exhibitions, films, education programs, and related offerings for visitors of all ages and backgrounds. The museum's mission is to share the Story of Texas and celebrate Texas history, culture, diverse peoples, and future. The Bullock Museum is a part of the State Preservation Board. Accredited by the American Alliance of Museums, the Bullock Museum is visited by about 605,000 people annually, including nearly 95,000 students and educators from schools throughout the state.

The Bullock Museum galleries feature 34,000 square feet of permanent exhibits with ever changing artifacts. At 7,000 square feet, the special exhibition gallery showcases several temporary exhibitions a year. In addition, two theaters— an IMAX and the Spirit of Texas Theater— present both feature and documentary films and provide space for lectures, concerts, and performances. For more information, visit [www.thestoryoftexas.com](http://www.thestoryoftexas.com).