



Director of Development Texas State History Museum Foundation

The Texas State History Museum Foundation (TSHMF), a 501(c)3 nonprofit organization created in 1999, works collaboratively with the Bullock Texas State History Museum to raise funds through the generosity of individuals, corporations, and foundations and the state and federal government. The TSHMF staff is led by a board of individuals from throughout the state who guide fundraising and host an annual gala which features the History-Making Texan Award. The TSHMF is undertaking a statewide capital campaign to support the Museum's vision for the next decade, including making possible the renovation of the first floor galleries featuring *La Belle*, educational programs, and other special exhibitions.

Responsibilities:

The Director of Development will report to the Executive Director and is responsible for planning, executing, and evaluating all fundraising initiatives. Specifically, the Director of Development will:

- Create and implement a comprehensive development plan for all fundraising activities including individual, foundation, and corporate requests;
- Develop and/or revise fundraising efforts including capital campaign, gala, endowments, planned giving, matching and in-kind gifts, corporate and individual sponsorships, major gifts, and foundation and government grant requests;
- Manage a stewardship program to ensure the Foundation fulfills legal and ethical obligations to donors while following industry standards and best practices;
- Develop and implement a donor cultivation program for statewide donors and prospects.
- Manage \$21 million capital campaign, including campaign management and organization of prospect identification and tracking, strategy, task assignment and maintenance of timelines;
- Oversee management of the donor database; set policies and procedures for retention and reporting. Maintain security and quality controls;
- Research and identify prospects; establish solicitation priorities, develop and execute targeted cultivation plans and solicitation strategies for a range of prospects; organize and monitor volunteer assignments and follow-up;
- Oversee development of grants and funding proposals, establish and maintain personal contact and relationships with prospects, and maintain calendar for submissions, reporting and other deadlines;
- Participate in solicitations as appropriate on visits throughout the state of Texas;
- 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 advanced degree and familiarity with nonprofit cultural institutions preferred;
- 5-10 years of professional experience with specific background with foundations, corporate, individual giving and/or major gifts; and experience with capital campaigns 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 Anne.Long@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 nearly 450,000 people annually, including nearly 85,000 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.

2015 marks an extraordinary year in the Bullock Museum's own history with the hosting of more high profile exhibits, the reinstallation of the first floor galleries, expanded programming, and the launch of an education statewide initiative. This work will increase attendance and prominence of the Bullock Museum throughout the state and nation.