

## **VICE PRESIDENT FOR ADVANCEMENT**

The Museum of Life and Science is one of North Carolina's top family destinations, located less than five miles from downtown Durham. Situated on 84-acres, our interactive science park includes a two-story science center, one of the largest butterfly conservatories on the East Coast and beautifully landscaped outdoor exhibits which are safe havens for rescued black bears, lemurs, and endangered red wolves. Other popular attractions include over 60 species of live animals, Dinosaur Trail, Ellerbe Creek Railway, and Hideaway Woods. Our mission is to create a place of lifelong learning where people, from young child to senior citizen, embrace science as a way of knowing about themselves, their community, and their world.

The Museum seeks candidates for the role of Vice President for Advancement. Reporting to the President and CEO, the Vice President is a member of the Executive Team and has primary oversight of the Development, Membership and Communications Teams, which consist of ten talented staff members. The position leads or executes critical revenue opportunities for the Museum, including philanthropy, membership, government and special projects funding and acts as the primary liaison for the Development Committee of the Board of Directors.

The Vice President provides strong, creative, energetic, and strategic leadership on all advancement and communications initiatives, programs, events, and functions with responsibility for building a culture of philanthropy and increasing annual contributed revenue. The Vice President will engage in government and corporate relations and serve in a lead role with future campaigns, including County bond referendums.

### **Qualifications and Experience**

- The ideal candidate is passionate, purpose-filled and ready to grow and learn.
- Genuine enthusiasm for and commitment to the Museum's mission, as well as the value of science and critical thinking in the lives of the people the Museum serves.
- Highly developed interpersonal skills with ability to be diplomatic and build consensus.
- Bachelor's degree required; advanced degree preferred.
- Minimum of 10 years of experience in progressively responsible advancement leadership positions, which includes work in all functional areas of development including individual giving, planned giving, stewardship, board relations, fundraising events, and grants (foundation and federal).
- Experience working in the nonprofit environment of similar complexity is strongly preferred.
- Demonstrated experience working with a CEO, president, executive director, or other senior level position in the strategic fundraising plan. Ability to work in concert with the CEO on strategy, and as a top advisor to the CEO, knowing when to bring the CEO in to close on a major gift.
- Minimum of 5 years of significant supervisory experience, including creating and managing a budget. Demonstrated ability to manage a team, provide leadership and oversight, and accomplish short and long-term objectives.
- Must be skilled in modern philanthropy practices and able to integrate advancement-related functions throughout the organization. Must possess demonstrated skill in developing the case of support for the Museum and its mission.

- History of securing major gifts, including cultivation through solicitation and stewardship, as well as experience in annual giving strategies to nurture the next generation of annual donors.
- Demonstrated ability in planning and executing strategic communications to complement advancement initiatives.
- The ability to extract and analyze data to make effective, efficient decisions about prospect/constituency engagement.
- Skilled at goal setting and measuring success, possessing the agility to move in new directions when necessary and prioritizing the long-term sustainability of the Museum.
- Experience in nurturing and motivating Board members/trustees and understanding their role in building an effective advancement network.
- Detail-oriented, and a clear transparent leader who values innovation and creativity and is well versed in current relationship-driven fundraising and engagement strategies and tactics.
- Demonstrated success in one or more comprehensive capital or endowment campaigns.

### **Responsibilities**

- Responsibility for identifying, facilitating and securing gifts and grants to ensure the capital, endowment, and operating budget needs are fulfilled.
- Generate unrestricted support for annual operations and restricted support for specific programs and exhibits.
- Manage Museum revenue through goal setting, prioritizing budget monitoring and reporting.
- Expected to set ambitious goals and develop innovative strategies for increasing contributions for expanded programs and capital projects.
- Utilize national and local trends and adapt best practices to assist in the development of programs and messaging to cultivate long-term relationships.
- Encourage and promote collaboration, visibility and involvement of advancement and marketing analytics across the Museum.
- Provide oversight of the Museum's marketing function including websites, web activities, broadcasts, emails, social media, and ad agency relationship.
- Provide oversight of the Museum's Membership function and Museum fundraising events.
- Manages the development department including budgeting and reporting. Supervise, train and evaluate department staff.
- Monitors trends as well as legislative and regulatory developments at the federal, state, and local levels that affect cultural and nonprofit institutions, and philanthropy in general.
- Directly supervise and grow the Museum in the areas of print, online communications, brand marketing strategy, and events.
- Act as a member of the Museum's Executive Team. This includes working with the President/CEO and other Executive Team members to carry out the overall mission and strategic plans of the Museum.
- Perform other related duties incidental to the work described herein.

To apply, please submit a letter of interest, resume and references to [jobs.opportunities@ncmls.org](mailto:jobs.opportunities@ncmls.org). The Museum of Life and Science is an equal opportunity employer and welcomes all to apply. Please note: all applicants must pass a criminal background check prior to receiving a firm offer of employment.