
Title: Donor Relations Manager

Reports to: Vice President of Individual and Foundation Giving

The National WWI Museum and Memorial is America's leading institution dedicated to remembering, interpreting, and understanding the Great War and its enduring impact on the global community. We hold the most comprehensive collection of WWI objects and documents in the world and are the second-oldest public museum dedicated to preserving the objects, history, and experiences of the Great War.

Job Summary: The Donor Relations Manager is a person-to-person fundraising position, responsible for the cultivation, solicitation and stewardship of individual philanthropic support for the Museum and Memorial. The position will manage a set portfolio of donor relationships and support their ongoing contacts, communication and financial commitments with the Museum and Memorial.

The Donor Relations Manager will lead the strategy and implementation for interaction and engagement with donor groups (Pershing Legacy Society, Major Donors/Partners), serving as the team lead for cultivation events and exhibition openings. The incumbent will be a key leader in the planning and execution of the Museum and Memorial's annual gala.

The Donor Relations Manager will partner with members of the development team to ensure timely and thorough donor communications and recognition are maintained.

The incumbent is expected to embrace the National WWI Museum and Memorial's stated mission and core values and demonstrate support for them through professional interactions and performance of job duties.

The Donor Relations Manager must excel at interpersonal communication through phone calls, written correspondence, and in-person meetings.

This is a full-time, exempt position. Salary range \$53,000-\$62,000.

Responsibilities:

Donor Development

- Raise primarily unrestricted funds for Museum and Memorial's operations by managing individual giving opportunities, and other development initiatives.
- Manage a portfolio of current and prospective donors by strategic identification of prospects and consistent movement through management stages (qualification, cultivation, solicitation, and stewardship).
- Actively increase support from the local and expanded community through membership, volunteer, event and donor engagement.
- In collaboration with other team members, ensure quality donor support standards are achieved.

Giving Society Leadership

- Lead donor recognition and benefit programs (Pershing Legacy Society and Major Giving).
- Develop and implement strategies to engage donors and prospective donors in ongoing interaction with the Museum and Memorial.
- Serve as team lead for cultivation and stewardship events, exhibit openings and ongoing donor engagement events.



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Donor Communications

- Support annual fund and other solicitation programs by providing quality editing, writing, and project management skills in support of other team members.
- Steward processes as assigned to ensure timely execution of solicitation programs.
- Conduct personal outreach calls to donors.
- Write personalized thank-you notes and stewardship letters.
- Schedule and attend face-to-face donor meetings.
- Build and maintain individual donor relationships.

Other Duties

- Collaborate on annual and long-range development plans to maximize support for the Museum and Memorial.
- Update job knowledge by participating in educational opportunities; maintaining personal networks.
- Performs other duties as assigned.
- Able to provide flexible work schedule as needed.

Education and Experience:

- A bachelor's degree preferred, or equivalent [non-profit] experience in philanthropy, event planning, business, or sales. Preferred at least three years' experience in membership, fundraising and/or special event management.
- Strong customer-service and interpersonal skills.
- Excellent time management skills.
- Strong commitment to the mission, vision, values, and programs of the Museum and Memorial and the ability to convey that information.
- Strong research, strategic and creative thinking skills are needed.
- Proficiency with Microsoft Office products and experience with fundraising software applications is required.

Work Environment: This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, fax machines, point of sale computer equipment.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk and hear. This position can fluctuate between a sedentary role, or is very active one that requires standing, walking, bending, kneeling, stooping, crouching, crawling and climbing or balancing many times throughout the day. The employee must frequently lift and/or move up to 15 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills or working conditions.

The National WWI Museum and Memorial is an equal opportunity employer.

The National WWI Museum and Memorial is an equal opportunity employer and complies with all applicable federal, state, and local fair employment practices laws. The Museum and Memorial strictly prohibits and does



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not tolerate discrimination against employees, applicants, or any other covered persons because of race, color, religion, creed, national origin or ancestry, ethnicity, sex (including pregnancy), gender, age, physical or mental disability, citizenship, past, current, or prospective service in the uniformed services, genetic information, sexual orientation, familial status, marital status, or any other characteristic protected under applicable federal, state, or local law. All Museum and Memorial employees, other workers, and representatives are prohibited from engaging in unlawful discrimination. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, training, promotion, discipline, compensation, benefits, and termination of employment. The Museum and Memorial complies with the Americans with Disabilities Act (ADA), as amended by the ADA Amendments Act, the Missouri Human Rights Act (MHRA), and all applicable state and local laws. Consistent with those requirements, the Museum and Memorial will reasonably accommodate qualified individuals with a disability if such accommodation would allow the individual to perform the essential functions of the job, unless doing so would create an undue hardship. If you believe you need an accommodation, refer any such request to the Human Resources department. The Museum and Memorial also will, where appropriate, provide reasonable accommodations for an employee's religious beliefs or practices.

Application Instructions and/or Questions:

Please send your resume, three professional references, salary requirements and cover letter to:

Human Resources

National WWI Museum and Memorial

2 Memorial Drive

Kansas City, MO 64108

Email: human-resources@theworldwar.org

NO PHONE CALLS PLEASE.

Review of applications begins immediately and continues until the position is filled. By submitting your application, you authorize us to conduct reference checks and a review of available public information.

Employment is contingent upon background and reference checks that the Museum and Memorial determines is acceptable.