



NATIONAL MUSEUM OF THE MIGHTY EIGHTH AIR FORCE

THEY SAVED THE WORLD, WE SAVE THEIR STORIES

Job title	<i>Capital Campaign Manager</i>
Reports to	<i>President & CEO</i>

Job Summary

Manage the National Museum of the Mighty Eighth Air Force's capital/endowment campaign by providing administrative support to the President/CEO, Chairman of the Board of Trustees and the Capital/Endowment Campaign Steering Committee. Part time; 28 hours weekly.

Duties and Responsibilities

- Manage the day-to-day activities of a major fundraising campaign to include database management, pledge commitments and records, correspondence and communication with donors, and financial record keeping;
- Manage activities of the Campaign Steering Committee to include scheduling meetings, communications and correspondence, and recording of meeting minutes;
- Generate accurate, timely correspondence to donors, to include thank-you letters, pledge payment reminders and general communications;
- Organize and maintain campaign's historical and working files
- Maintain close and productive working relationships and effective communications with the Museum President/CEO, Museum Board Chairman, Campaign Steering Committee Chairman, representatives of professional fundraising firm and the museum's Director of Development and Director of Finance and Human Resources;
- Coordinate campaign programs and activities with all relevant museum department directors;
- Perform all duties and responsibilities in a timely and professional manner; and
- All other duties as assigned

Qualifications.

- B.A./B.S. in Business Administration, non-profit management or similar degree and two years of experience in development, particularly major fundraising campaigns
- Possess a positive professional attitude and ability to work in a fast-paced environment
- Experience with fundraising software and database management
- Proficient with technology and Microsoft Office Suite
- Excellent oral, written and computer skills
- Well organized, detail oriented
- Outstanding people skills, tact and diplomacy a must

Physical Requirements

- Requires standing, walking, bending and kneeling
- Must be able to lift and/or move items up to 25 pounds

Please send resume, cover letter and list of references to Pam Vining, Director of Finance and Human Resources, at pvining@mightyeighth.org

No telephone calls, please.