

# Director of Development



**ROYAL  
AVIATION MUSEUM**  
OF WESTERN CANADA

Reporting to the President & CEO, this position will be responsible for assisting in the completion of the Museum's \$45 million capital campaign. The Director of Development will develop and manage a portfolio of major donor prospects while supporting the CEO and the Campaign Cabinet. The ideal candidate is driven, organized, flexible, and has experience with major and planned gifts fundraising and running a capital campaign from start to finish. The long-term vision for this role is to help lead the capital campaign for two to three years and transition to a leadership role on the development team with a focus on individual fundraising.

## Key Responsibilities Include:

- Working closely with the President & CEO, Campaign Cabinet and staff team, the Director will contribute to the ongoing planning and implementation of a multifaceted capital campaign that will support the Museum.
- Establish the campaign's solicitation priorities; manage prospect lists, prospect research, prospect tracking and campaign reporting.
- Develop and execute cultivation, solicitation and stewardship plans, strategies including meeting requests, and metrics to monitor project success in collaboration with the Campaign team and senior leadership.
- Collaborate with the Marketing and Communications team to provide campaign collateral and communications, specifically materials for solicitation including print, web and social media platforms.
- Work collaboratively across all sectors (individuals, corporations foundations, special events) to cultivate identified individuals and institutional prospects in order to complete solicitations and/or prepare and submit grant proposals.
- Devise and direct cultivation and recognition events ensuring donor acknowledgement and naming opportunities, stewardship and as appropriate, public recognition.
- Work with the Campaign Coordinator to manage all campaign gift correspondence in the database, including timely acknowledgments, pledge payment reminders, pledge agreements, and preparing and submitting reports to donors and those required by granting foundations and institutions.
- Manage Capital Campaign budget tracking and reporting both expenditure and contributed revenue.
- Prepare presentations for the leadership team and Board of Directors evaluating progress toward goals.
- Over time, build and manage a portfolio of donors and prospects with the capacity, interest, and inclination to make gifts of \$25,000 or more.

## Selection Criteria

- Bachelor's Degree or higher, with a focus in fundraising, sales, marketing or similar. CFRE designation an asset.
- Minimum of 5 years of professional fundraising experience, with a focus on Capital Campaigns or major gifts.
- Proven record of accomplishment of successfully securing major gift support, with a focus on completing and closing six and seven figure asks.
- Success leading and directing capital campaigns and demonstrated ability to manage the campaign budget.
- Excellent interpersonal, analytical and organizational skills and ability to prioritize and execute responsibilities in the face of conflicting priorities.
- Effective problem solver with initiative to be innovative and creative with developing new ideas and concepts.
- A team player with the ability to motivate others.
- Fluency with Raisers Edge and/or E-tapestry or other CRM database

*For more information or to apply, contact [alora@harrisleadership.com](mailto:alora@harrisleadership.com) quoting project # 30125.*

## ABOUT

The Royal Aviation Museum of Western Canada was established in 1974 by a small group of visionaries committed to preserving Canada's distinct aviation heritage.

Today, with nearly 100 historic aircraft and more than 70,000 artifacts, texts and photographs, the Museum remains one of Canada's largest and most complete aviation heritage collections. This remarkable collection is not only the foundation for telling a remarkable story of history, but also engages students and visitors in discovering the science behind flight, inspiring future generations of aviators and explorers of the sky.

The Museum is currently building a new state-of-the-art facility on the Winnipeg airport campus that is scheduled to open in 2021 and will be a premier architectural attraction for the city of Winnipeg.