**Position Description**

Updated August 26, 2020

**Title:** Director of Leadership Giving

**Division:** Advancement

**Reports to:**  Vice President for Advancement

**Position Status:** Full-time; Exempt

**Position summary:**

The Director of Leadership Giving is responsible for securing philanthropic investments from individuals, corporations, and foundations capable of gifts in the $10,000 - $100,000 level. The Director of Leadership Giving will manage a portfolio of a minimum of 75-100 potential donors annually with visit goals, solicitation goals, and closure goals created and overseen by the Vice President for Advancement in coordination with the President and institutional priorities for VMHC.

**Duties & Responsibilities:**

* Manages a dynamic portfolio of 75-100 potential donors annually.
* Oversees corporate and foundation grants for institutional priorities inclusive of exhibition and program sponsorship, catalogue/publication support, endowment and capital campaign priorities.
* Government relations for city, county and state funding sources.
* Manages and implements grant reporting for corporations and foundation assigned to portfolio.
* Individual major gifts program management – responsible for the cultivation, solicitation, and stewardship of gifts in the $10,000 - $100,000 level.
* Manages volunteers critical to the advancement of individual, corporate and foundation relationships.
* Supports the Vice President for Advancement, President, and leadership volunteers regarding capital campaign management as assigned
* Performs other duties as assigned.

**Knowledge, Skills & Abilities Necessary:**

* Strong written and verbal communications
* Best practice in moves management.
* Reporting in Tessitura and other prospect reporting and goal setting systems.

**Education & Experience Requirements:**

* Master’s in history, museum studies, or related subject preferred.
* Major gift experience required.

**Application:**

If interested in this job opportunity, please apply and upload your cover letter and resume to <https://virginiahistory.isolvedhire.com/jobsearch/?job_board_classification=Job_Opportunities>.

The Virginia Museum of History & Culture is owned and operated by the Virginia Historical Society — a private, non-profit organization established in 1831. The historical society is the oldest cultural organization in Virginia, and one of the oldest and most distinguished history organizations in the nation. For use in its state history museum and its renowned research library, the historical society cares for a collection of nearly nine million items representing the ever-evolving story of Virginia.

The Virginia Historical Society is an Equal Opportunity Employer.