



About the Nauticus Foundation

Nauticus is a maritime-themed museum located on the scenic Elizabeth River waterfront in the heart of downtown Norfolk, VA. In addition to the museum, the Nauticus campus includes the historic Battleship *Wisconsin*, Sail Nauticus, the Decker Half Moore cruise terminal, and the schooner *Virginia*. We offer a business-casual environment with competitive wages and benefits.

The City of Norfolk is an up-and-coming coastal town with a multitude of entertainment opportunities such as rooftop dining, a vibrant arts scene, and seasonal festivals.

About the Position - Director of Development

The Director of Development serves as the fundraising leader for Nauticus and plays a highly visible role in raising dollars. This position is responsible for creating, implementing and managing all of Nauticus' fundraising and membership activities.

In partnership with the Executive Director and the Board of Directors, the Director of Development leads the effort to position Nauticus as a philanthropic destination with current and past supporters, community leaders and prospective donors.

The Director of Development must build donor confidence in Nauticus' plans, secure major gifts and increase the amount raised annually. This position will also oversee the management and execution of a proposed capital campaign effort, working in close collaboration with the Executive Director, the Board of Directors, volunteers and campaign counsel. This position reports to the Executive Director of the Foundation.

Key responsibilities include:

1. Successfully manage a portfolio of current and prospective donors. Identify, cultivate, solicit and steward major gift donors. Prospects for both capital campaign and annual support. Conduct two to four in-person cultivation and solicitation visits per week. Engage the Executive Director and Board of Directors in the fundraising cycle. (60%)
2. Manage department staff responsible for annual giving, fundraising events, membership and data management. Set specific, measurable goals for fundraising staff and metrics to track progress. (25%)
3. Oversee grant proposal submissions and grant reporting. (10%)
4. Prepare a comprehensive annual development plan for Nauticus' fundraising activities to support the short- and long-term philanthropic needs of the organization. Create budget, ensuring alignment with strategies and tactics outlined in development plan. (5%)



About the ideal candidate

We envision the successful candidate to have the following characteristics:

- 5+ years of experience in development included documented success in major gift fundraising
- Leadership experience including managing direct reports
- Success building strong relationships with major gift donors
- Demonstrated experience managing and executing capital campaigns
- Working knowledge of fundraising software, Excel, Word, social media platforms and other industry-specific tools
- Demonstrated commitment to the Foundation's mission and local maritime community.

We are also looking for skills and expertise such as:

- Excellent written and verbal communication and presentation skills.
- Think strategically and creatively about opportunities to raise funds
- Manage competing priorities and work well with others. Understand the needs and challenges of others
- Demonstrated ability to build deep, productive relationships and strongly influence internal and external stakeholders at all levels
- Demonstrated ability to enhance community engagement and strengthen Nauticus' visibility in the region
- Strong organizational and time management skills with exceptional attention to detail
- Experience managing non-profit financials

WORKING ENVIRONMENT - This is an office-based position with minimal physical requirements (ability to lift 25lbs, climb stairs). Occasional nights, weekends and holiday work might be required.

QUALIFICATIONS & EXPERIENCE

A Bachelor's degree with 5+ years of development experience is required.

The salary range for this position is \$70,000 - \$85,000 per year based on experience and skills. Nauticus offers competitive health benefits (health, dental, vision) and PTO.

The Nauticus Foundation is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

How to Apply: Interested candidates should submit their résumé to angela.mello@norfolk.gov.