



Position Description

Director of Corporate & Institutional Giving

Organization Overview

The Lone Star Flight Museum (LSFM), a non-profit 501(c) 3, opened its \$38 million facility at Ellington Airport in September 2017 after 27 years in Galveston, TX. With the belief that aviation inspires achievement and endless possibilities, the museum serves to fulfill its mission to celebrate flight and achievements in Texas aviation history in an inspiring educational environment that meets the needs of students and visitors of all ages. Emphasizing the role of science, technology, engineering, and mathematics (STEM), LSFM's vision is to continue its growth trajectory to lead the community as a dynamic and interactive educational flight museum reaching the people of Texas as a recognized experience. In 2024, LSFM welcomed more than 100,000 visitors, and more than 25,000 school age students to learn and experience the wonder of flight, a 170% increase over the last three years. With a strategic vision for continued growth, LSFM continues to build a stronger community through supporting young people toward careers in aerospace and STEM.

Position Overview

The Director of Corporate and Institutional Giving is responsible for developing and implementing strategies to secure major financial contributions from corporations, foundations, and other institutional partners in alignment with the museum's mission to advance the mission and strategic priorities. This position cultivates, solicits, and builds and maintains strong, long-term relationships with donors. The Director of Corporate and Institutional Giving also manages sponsorship opportunities, and builds strategic partnerships that advance the museum's educational, exhibition, and community engagement goals.

Key Responsibilities

Strategic Fundraising & Partnerships

- Develop and execute annual and multi-year comprehensive corporate and institutional giving strategy that aligns with museum priorities.
- Identify, cultivate, solicit, and steward a portfolio of corporate, foundation, and government funders.
- Support researching funding opportunities and craft compelling proposals, grant applications, and sponsorship packages.
- Collaborate with senior leadership to identify funding priorities and translate them into opportunities.
- Develop strategic relationships with aviation, aerospace, and STEM-related corporations and organizations.

Sponsorships & Campaigns

- Manage all aspects of corporate sponsorships for exhibitions, programs, events, and educational initiatives.
- Work closely with the marketing and other applicable departments to ensure sponsor recognition, fulfillment, and visibility is fulfilled for all donors.
- Support capital campaign and special project fundraising, identifying institutional partners and assisting in developing proposal materials.

Stewardship & Relationship Management

- Maintain strong relationships with current funders through timely reporting, engagement opportunities, and personalized communication.
- Coordinate site visits, donor recognition events, and public acknowledgments.
- Track all interactions in the donor management database and ensure data integrity.
- Establish a scheduled communications plan to ensure all donors receive institutional updates, accomplishments and program information.
- Work closely with CEO and CDO to successfully manage a portfolio of major donors and prospects.

Collaboration & Reporting

- Partner with the Director of Individual Giving and Events to ensure cohesive fundraising strategies across all revenue streams.
- Supervise other support staff or interns as assigned, fostering professional growth and accountability.
- Work with museum departments (Education, Exhibits/Collections, and Operations) to align fundraising efforts with institutional needs and impact stories.
- Ensure timely delivery of grant reports, outcome measurements, and recognition for sponsors.
- Support Development committee meeting reporting to ensure connections and opportunities are shared and strategies are identified.
- Work closely with CDO to successfully manage a portfolio of major donors and prospects.

Qualifications

- Bachelor's degree required.
- Minimum five to seven years of experience in fundraising, grant writing, or corporate relations, ideally within a museum, cultural, or aviation/STEM-related organization.
- Proven success securing corporate and foundation funding, including sponsorships and grants.
- Strong persuasive communication, both written and verbal.
- Proven ability to set and maintain a timeline and multi-task.
- Deep understanding of philanthropy, sponsorship models, and grant-making processes.
- Strategic thinking and the ability to match funder interests with organizational needs.
- Relationship-building skills at an executive and institutional level.
- Data-driven mindset for tracking fundraising metrics and impact.
- Strong organizational skills, attention to detail, and ability to manage multiple priorities.
- Knowledge of donor databases (Raiser's Edge, Altru, Salesforce, etc.) preferred.
- Passion for the value of museums and aviation, history, or STEM education a plus.
- Entrepreneurial mindset and proactive approach to relationship building.
- Collaborative team player and creative problem solver with enthusiasm for mission-driven work.
- Professionalism, integrity, and discretion in all interactions.
- Occasional evening and weekend work is required, and other duties as assigned.

The physical demands are consistent with the essential functions for this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Our benefits package includes:

- Competitive compensation: \$70,000-\$80,000 annually
- Health, dental and vision insurance for employee and eligible dependents
- Paid life insurance
- Long term disability, basic life insurance, and other voluntary benefits
- 403(B) retirement savings plan
- Generous and flexible PTO

Status: Full-Time, Exempt To apply for the Director of Corporate & Institutional Giving, email your cover letter and resume to Resume@LoneStarFlight.org

You may also review this job description and other opportunities on our website, LoneStarFlight.org

The Lone Star Flight Museum is an equal opportunity employer and welcomes all qualified candidates to apply.