



## **Position Description**

### **Director of Individual Giving & Events**

#### **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 Individual Giving & Events is responsible for developing and implementing strategies to grow philanthropic support from individual donors while also planning and executing fundraising and stewardship events. As a mid-size aviation museum, this is a highly collaborative, hands-on role responsible for both strategy and day-to-day implementation. The Director builds authentic relationships with donors, members, event sponsors, and aerospace enthusiasts, to create sustained philanthropic support that advances the mission and strategic priorities. This position also cultivates, solicits, and builds and maintains strong, long-term relationships through well-established and supported fundraising events including annual gala, clay shoot event, Girls in Aviation Day and the Texas Aviation Hall of Fame Induction Ceremony & Luncheon. Fundraising event management includes production, timelines, budgets, vendor management, event chair and sponsor relationship building and event execution. This position works closely with the museum's Director of Events as well as other development staff. This position plays a critical role in sustaining and growing the museum's philanthropic support while creating meaningful donor experiences around unique aircraft, exhibits, and stories of flight. This role will have the opportunity to make a visible, mission-driven impact in a close-knit museum environment.

#### **Key Responsibilities**

##### *Individual Giving*

- Develop and execute annual and multi-year comprehensive individual giving strategies that align with museum priorities and identifies higher giving levels as well as new donors.
- Develop and manage the museum's individual giving program, including annual funds, leadership giving, and major gifts at an appropriate scale.
- Maintain and actively manage a portfolio of individual donors and prospects, conducting in-person, virtual, and written solicitations.
- Work closely with the CDO and board members to support donor cultivation and solicitation efforts.
- Execute donor stewardship activities, including personalized acknowledgements, impact updates, recognition initiatives, and museum tours and events.

### *Events & Donor Engagement*

- Plan and implement high-impact fundraising and stewardship events each year (e.g., annual gala, Texas Aviation Hall of Fame, Girls in Aviation Day, donor receptions, exhibit previews, etc.).
- Establish a comprehensive event sponsorship benefit levels packet to offer a consistent value base with all museum events.
- Coordinate all sponsor communications from solicitation and sponsor confirmations to tables placement and sponsor payments.
- Manage all aspects of event coordination, including budgeting, timelines, vendors, volunteers, and on-site execution.
- Use events strategically to cultivate relationships, steward existing donors, and identify new prospects.
- Work closely with the marketing and other applicable departments to ensure sponsor recognition, fulfillment, and visibility is fulfilled for all donors.
- Work collaboratively with all event chairs and/or honorees to ensure their event expectations are met.

### *Operations, Collaboration & Reporting*

- Coordinate with marketing and communications to ensure consistent donor messaging and event promotion.
- Maintain accurate donor records, gift processing, and activity tracking in the museum's CRM/database.
- Track individual giving and event performance metrics and prepare reports for leadership and board committees.
- Work with museum staff and vendors to ensure all planning is complete, on schedule and on budget.
- Manage part-time staff, interns, or volunteers supporting individual giving and events, as applicable.
- Ensure timely delivery of grant reports, outcome measurements, fundraising reports, and recognition for sponsors.

### **Qualifications**

- Bachelor's degree required.
- Proven success and at least four – seven years of nonprofit fundraising experience
- Demonstrated success in individual giving.
- Proven success in executing fundraising events.
- Experience managing donor relationships and making direct solicitations.
- Strong project management, detail oriented and organizational skills.
- Multitasking and resourcefulness are priorities.
- Excellent written and verbal communication skills.
- Successful collaboration and adaptability are a must.
- Knowledge of donor databases (Raiser's Edge, Altru, Salesforce, etc.) preferred.
- Occasional evening and weekend work as needed for donor engagement and events.
- Interest in aviation, history, museums, or STEM education strongly preferred.
- 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](mailto:Resume@LoneStarFlight.org)

You may also review this job description and other opportunities on our website, [LoneStarFlight.org](http://LoneStarFlight.org)

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