



Position Description

Director of Individual Giving and Planned Giving

Reports to: Chief Development Officer

Status: Full Time, Exempt

Organization Overview

The Lone Star Flight Museum (LSFM), a nonprofit 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 and Planned Giving is responsible for developing and implementing strategies to grow philanthropic support from individual donors through annual giving, leadership giving, major gifts, and planned gifts. The Director manages a portfolio of donors and prospects, builds authentic long term relationships, and creates clear pathways for donors to deepen their engagement with the museum. This position also provides strategic direction and revenue oversight for the museum's fundraising events, including the annual gala, clay shoot, Girls in Aviation Day, and the Texas Aviation Hall of Fame Induction Ceremony and Luncheon. The Director sets fundraising goals, leads donor and sponsor strategy, and works with event chairs, honorees, board members, and development colleagues to secure support.

Key Responsibilities

Individual Giving

- Develop and execute annual and multiyear individual giving strategies that align with museum priorities and increase donor acquisition, retention, upgrades, and revenue.
- Develop and manage the museum's individual giving program, including annual giving, leadership giving, major gifts, and planned giving at an appropriate scale.
- Maintain and actively manage a portfolio of individual donors and prospects, conducting in person, virtual, written, and event based cultivation and solicitation.
- Build a disciplined donor pipeline through prospect identification, qualification, cultivation, solicitation, and stewardship.
- Work closely with the Chief Development Officer, Chief Executive Officer, and board members to support donor cultivation and solicitation efforts.
- Use donor data, giving history, interests, capacity, and engagement to develop individualized strategies and next steps.

Planned Giving

- Develop and grow a planned giving program that encourages donors to include LSFM in their estate and financial plans.
- Identify, qualify, cultivate, solicit, and steward planned giving prospects, including donors considering bequests, beneficiary designations, and other deferred or estate gifts.

- Develop and manage a legacy society, including membership criteria, recognition, communications, stewardship, and annual engagement opportunities.
- Create educational communications and donor conversations related to planned gifts, qualified charitable distributions, gifts of appreciated assets, and other appropriate giving opportunities.
- Coordinate with donors and their legal, tax, and financial advisors while maintaining appropriate boundaries and referring technical matters to qualified professionals.
- Document planned gift intentions, estimated values, restrictions, recognition preferences, and stewardship plans in the donor management database.
- Partner with the Chief Development Officer and organizational leadership to develop gift acceptance practices and ensure planned gifts are properly reviewed, acknowledged, and administered.

Fundraising Event Direction and Revenue Oversight

- Set the fundraising strategy, revenue goals, pricing, sponsorship structure, and donor engagement objectives for major fundraising events.
- Lead identification, cultivation, solicitation, and stewardship strategies for individual event donors, table purchasers, underwriters, sponsors, event chairs, and honorees.
- Coordinate with the Director of Corporate and Institutional Giving on corporate sponsor prospecting and solicitation.
- Develop event fundraising plans that mobilize board members, committee members, chairs, honorees, and volunteers around clear prospect and revenue goals.
- Approve sponsorship and underwriting packages, donor benefits, recognition plans, and fundraising messages before release.
- Monitor commitments, revenue, expenses, return on investment, and donor conversion in partnership with the Chief Development Officer.
- Manage fundraising event calendars, budgets, guest management, and underwriting/event sponsors.
- Work alongside Director of Events who owns timelines, vendors, production, run of event documents, and day of execution.
- Use fundraising events as opportunities to identify new prospects, deepen donor relationships, and create intentional post event follow up plans.

Donor Stewardship and Engagement

- Develop a comprehensive stewardship strategy for annual, leadership, major, and planned giving donors.
- Execute personalized donor engagement, including acknowledgements, impact updates, recognition, museum tours, and individual meetings.
- Partner with the marketing and events teams &/or outside vendor resources to design and deliver donor receptions, exhibit previews, behind the scenes experiences, recognition events, and other cultivation and stewardship opportunities.
- Establish meaningful recognition and engagement for upgraded donors, new major gift prospects, planned giving donors, and legacy society members.
- Ensure prompt and strategic follow up with donors and prospects after fundraising and stewardship events.

Operations, Collaboration, and Reporting

- Maintain accurate donor records, proposals, contact reports, gift documentation, and activity tracking in the museum's donor management database.
- Track individual giving, planned giving, and event fundraising performance and prepare reports for leadership, the board, and Development Committee meetings.
- Coordinate with Marketing and Communications to ensure consistent donor messaging, fundraising materials, and event promotion.
- Partner with the Director of Corporate and Institutional Giving to ensure coordinated strategies, prospect management, recognition, and stewardship across revenue streams.
- Manage assigned fundraising budgets and ensure activities are completed on schedule and within approved resources.

Qualifications

- Bachelor's degree required.
- Minimum five to seven years of progressive nonprofit fundraising experience, including demonstrated success in individual giving and direct donor solicitation.
- Experience developing annual giving, leadership giving, major gift, or planned giving programs.
- Working knowledge of planned giving concepts and the ability to collaborate effectively with donors and professional advisors.
- Demonstrated ability to manage a donor portfolio, build relationships, and close gifts.
- Experience directing fundraising event strategy and revenue generation while partnering with event planning professionals.
- Ability to set clear strategy, establish measurable goals, and supervise staff with accountability and support.
- Strong written, verbal, interpersonal, and presentation skills.
- Excellent judgment, diplomacy, discretion, and donor centered service.
- Strong organizational skills, attention to detail, and ability to manage multiple priorities and timelines.
- Data driven approach to donor segmentation, portfolio management, forecasting, and performance measurement.
- Knowledge of donor databases such as Raiser's Edge, Altru, or Salesforce preferred.
- 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.
- Ability and willingness to work occasional evenings and weekends, with 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: \$80,000 to \$85,000 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

To apply for the **Director of Individual Giving and Planned Giving**, email your cover letter and resume to Christine.Stevens@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.