



# THE AMERICAN CIVIL WAR MUSEUM

## Position Description

**Title:** Corporate and Foundation Relations Coordinator

**Department:** Development

**Status:** Full-Time

**Salary:** Commensurate with Experience

**Reports to:** Chief of Staff and Director of Development

### Summary:

The Corporate and Foundation Relations Coordinator (“Coordinator”) is responsible for developing and implementing engagement and fundraising strategies to enhance and expand contributions to the annual fund program at the American Civil War Museum (“ACWM”) through support from corporations and foundations. The Coordinator also provides excellent support for donor stewardship efforts and effective donor database management and reporting. The position will also work on projects with other members of the Development Department, as well as other museum staff.

The Coordinator is an active member of the Development Department, which enhances the Museum’s sustainability by inspiring audience engagement, increasing public awareness, and cultivating opportunities for philanthropic giving. Through these efforts, the Development team broadens and deepens the Museum’s philanthropic connection to its audiences and funding base for exploring the causes, course, and consequences of the American Civil War era. The team also enhances relationships between the museum, its audiences, and its partners; and supports the desired impact of the museum’s larger interpretive plan and strategic plan.

The ACWM offers an excellent benefits package and generous personal time off. We are proud to be an Equal Opportunity Employer committed to diversity and inclusion. Candidates who bring diverse experiences, perspectives, and talents to the work are especially encouraged to apply. We believe that an inclusive culture among our staff is critical to implementing our mission to understand the Civil War era’s history and impact in our lives today.

### Duties and Responsibilities:

- Design, manage and position a comprehensive program to maintain and maximize corporate, foundation and government support for the programs and projects of the ACWM

- Manage a “results oriented” comprehensive program of stewardship and solicitation, achieving a specific dollar goal and proposal goal each year, as established by the President & CEO and the Director of Development
- Strategically plan efforts to promote increased contributions and sponsorships from existing and new corporations and foundations with mutually defined goals established in collaboration with the President & CEO, Director of Development and the Foundation Board
- Prepare comprehensive short- and long-range strategic plans for corporate, foundations and government giving, which will include specific time lines and objectives as outlined in a Pipeline reporting structure to include grant/funding cycles and reporting deadlines
- Manage this area by specific objectives with particular attention to: a) the ACWM’s highest priorities, b) the audience to be solicited, c) the number of proposals to be submitted, d) the success rate of proposals submitted, and e) program expenditures
- Prepare corporate and foundation relations strategies, briefing materials, proposals and stewardship reports and collaborate with colleagues across the Museum to identify and pursue new opportunities for funding
- Develop and maintain personal contact with executives responsible for corporate, foundation and government contributions programs; coordinate meetings and generate correspondence for the President & CEO as appropriate
- Serve as the Museum’s liaison to the business community—local, state and national—and oversee the Corporate Partners/Sponsorship Program; in collaboration with the President & CEO, represent the Museum at business and economic development related organizations
- Conduct prospect research and generate biographical reports for corporations and foundations as well as leadership within these entities
- Provide timely and accurate reports for managerial and financial analysis as needed
- Participates in regular meetings of the Development Department and support ACWM events as well as programs

### **Qualifications Required:**

- Bachelor’s degree (or equivalent) with a minimum of one to three years of nonprofit donor relations or corporate/foundation relations experience
- Experience with a constituent relationship management (CRM) database
- Proficient in Microsoft Office and various digital media platforms (Instagram, Facebook, Twitter)
- Proficient in list management
- Experience organizing mailing projects, both in-house and using an external mail house, including building letter and mail merge templates
- Strong organizational, time, and project management skills, including the ability to coordinate multiple projects with concurrent deadlines
- Excellent verbal and written communication skills, including excellent copywriting and proofreading skills

- Ability to work both independently and collaboratively. Must be a self-starter and able to independently move projects forward, prioritize tasks, and meet deadlines
- Detail oriented with excellent customer service skills
- Professional business attire when meeting and engaging with corporate and foundation donors
- Assist with other duties as assigned

**Desirable Knowledge/Interest:**

- Experience working in a museum or cultural organization
- Success in grant-writing
- Passion for history

**About the American Civil War Museum**

The American Civil War Museum is the preeminent center for the exploration of the American Civil War and its legacies from multiple perspectives. We are so much more than a collection of artifacts. We are storytellers and educators. In the battle against the all-too-human instinct to wish the past were simple, we're exploring the unparalleled significance the American Civil War holds to complexities we face today. We believe that understanding this period of America's development is fundamental to understanding current society, culture, and who we are as Americans.

The American Civil War Museum is a national resource for connecting people to the history and legacies of the American Civil War. Our vast collection of artifacts provides the backdrop for the stories we share. With locations in Richmond and Appomattox, the Museum explores the stories of the Civil War era through our award-winning exhibits and programs. Visit us at [acwm.org](http://acwm.org) to find out more.