



JOB TITLE: Vice President of Development and Communications

MISSION: The mission of the Friends of the Corpus Christi Museum of Science and History is to engage and educate people in science and South Texas history through exhibitions and programming, inspiring enduring curiosity in people of all ages. The CCMSH seeks to inspire and create a thirst for knowledge and love for learning that transcends socio-economic divides and offers an inclusive opportunity for the community and its visitors.

PURPOSE/FUNCTION OF POSITION: The Vice President of Resource Development and Communications is responsible for all aspects of the CCMSH resource development strategies (annual campaigns, corporate gifts and sponsorships, special events – both internal and external-, gifts and CCMSH branded special events) individual memberships and gifts, and communication strategies. This includes enhancing/increasing all revenue streams. This position also oversees the planning and execution of strategic communications activities that build the CCMSH brand, strengthening relationships with key constituencies. The Vice President of Development and Communications leads the development department to maintain superior donor relationships and meet measurable revenue goals. This position ensures all development and communication activities are fully integrated with the mission of the CCMSH.

KEY ACCOUNTABILITIES:

Organizational Leadership

- Participates as a member of the Leadership Team to provide a united, visible, and strong leadership presence across the organization to help instill new thinking, focus, and prioritize efforts, and operationalize the plan to achieve the goals of the organization.
- Assists the President/CEO and Leadership Team in promoting the long-range plans and goals of the CCMSH to the community.
- Aids the President/CEO in staffing special committees and in the administration of functions that enable the organization to meet its commitments to the community.
- Works closely with the Vice President of Programs to ensure all functions of the CCMSH are integrated.
- Works with the President/CEO and VP of Programs to monitor budgets, data analysis and other financial oversight related to communications and development.

Staff Leadership

- Participates in selection of, guides, motivates, and participates in the training, professional development, and evaluation of direct reports.
- Provides goal setting, leadership, and strategic direction to program staff.
- Is responsible for accurate and timely completion and/or approval of organizational documents, including but not limited to, professional development plans, goals and objectives, timesheets, expense and travel reimbursements, requisitions, performance reviews and ongoing documentation of performance accomplishments and areas requiring improvement.

Volunteer Leadership

- Provide goal setting, visioning, leadership, and strategic direction for development volunteers.

Resource Development

- Implement CRM tracking.
- Builds and supports a discipline of relationship management within the development department.

- Responsible for managing and leading all resource development (RD) lines of business (annual campaigns, corporate gifts, CCMSH branded special events, etc.).
- Works with the President and CEO, VP of Programs, Collections and Education department on grant requests.
- Works with President/CEO and VP of Programs to develop revenue goals and objectives for development work; and develops and directs the implementation of long- and short-range plans to meet those goals and objectives.
- Reviews and analyzes the strengths and weaknesses of resource development work; researches, tests, and implements new techniques and materials to improve the effectiveness of the work.
- Lead Development and Communication team in the creation of a development strategy aligned with organization goals with defined operating plans for each year.
- Stewardship of contributions through prompt acknowledgement and regular communications.
- Development of overall recognition strategy of donors and development volunteers.
- Analyzes the progress of annual development operating plan goals and metrics and makes recommendations and changes as needed.
- Cultivates and sustains positive, productive relationships with volunteers, community and business leaders, donors, fund recipients and staff.

Communications

- Work with the President/CEO and VP of Programs in developing and directing the implementation of long- and short-range plans for the purpose of meeting the organization's communication goals.
- Work with the Communications and Creative Director to develop an annual strategic/tactical communications plan. This includes the design, shape and execution of a comprehensive, multi-faceted customer and donor plan that builds key audiences and works to position the CCMSH as a leader in education around history and science
- Work with the Communications and Creative Director to help CCMSH become a true story-telling organization and train all key stakeholders on brand guidelines and key messaging.

CORE COMPETENCIES:

Mission Focused: Top priority is to create opportunities to engage and educate people in science and South Texas history through exhibitions, programs, and education activities.

- Ability to catalyze others' commitment to mission.
- Ability to link donor and volunteer aspirations to needs.
- Strives vigorously to accomplish shared goals.
- Separates one's own interests from organizational interests to make the best possible judgments for the organization

Relationship Oriented: Is able to communicate effectively to develop, grow, and sustain productive relationships. Knows how to capture and record relevant information and how to interpret and utilize the information to forge partnerships, collaborate, cultivate, grow, sustain, and strengthen internal and external relationships.

- Understands and motivates individuals and organizations.
- Values diversity and inclusion.
- Effectively communicates.
- Treats others with respect and dignity.
- Actively listens to and facilitates diverse input and contributions.

Collaborator: Understands the roles and contributions of all sectors of the community and can mobilize resources (financial and human) through meaningful engagement.

- Seeks and shares knowledge of community.
- Takes a collaborative approach to addressing issues.
- Focuses on shared goals.
- Mobilizes a broad range of sectors and resources.

Results Driven and Results Achieved: Is dedicated to shared and measurable goals for the organization by creating, resourcing, scaling, and leveraging innovations for broad investment and impact.

- Has a searing focus on results and can effectively communicate goals and impact.
- Sets and maintains high performance standards for self and others that support the goals of the organization.
- Challenges self and others to achieve “stretch” goals.
- Is personally accountable for the results they achieve.
- Can adapt quickly to ever-changing environments.
- Is organized, able to plan, think strategically, and is creative, innovative, and appropriately persistent.
- Can make decisions and willing to take risks when appropriate to achieve results and meet goals.

Brand Steward: Is a steward of the CCMSH brand and understands his/her role in growing and protecting the reputation and results of the organization.

- Acts with integrity and strong ethics to foster trust at all levels (personal, market, societal).
- Defines, communicates, and consistently exemplifies the organization’s values and ethics.
- Understands brand concepts and can articulate these to stakeholders and staff.
- Is accountable and transparent with all stakeholders.
- Respects and follows the standards and safeguards that protect the organization’s integrity (e.g., professional standards for financial reporting, integrity of data, security of information systems, use of organizational property, confidentiality, etc.)

LEADERSHIP COMPETENCIES:

Visionary

- Inspirational and persuasive communicator.
- Displays courage, resilience, and entrepreneurial spirit.
- Values external networks and relationships.
- Values continued learning and development of self and others.

Team Builder

- Understand that people are the engine that moves the organization forward.
- Focuses staff on meeting the organization’s mission and goals.
- Envisions the future of the organization through the development of staff and volunteer talent.
- Builds and cultivates volunteer leadership suited to accomplish organizational goals.
- Values the diversity of people and ideas.

Outward-Turning

- Works across private, public, and corporate sectors to ensure the success of the CCMSH.

FUNCTIONAL COMPETENCIES/ACCOUNTABILITIES:

Self-Management

- Present oneself in an appropriate and professional manner. Communicate, act, react and respond appropriately in all situations.
- Effectively utilize interpersonal skills and political astuteness to engage with, lead and function as a member of a team.
- Is trustworthy and acts with integrity, authenticity, humility and in good faith, respecting others’ opinions, priorities, values, and interests.

Communication Skills

- Self-confident with personable affect.
- Is understanding and uses empathy, compassion, and active listening.

- Is fully present and aware of subtleties and nuances such as body language and voice tonality to better understand what is important to constituents and how to connect and engage them with the CCMSH.
- Can influence, persuade, present, request, sell, negotiate, and close a deal as appropriate.

Utilize and Acquire Knowledge

- Is forward-thinking, focused on what is possible, and seeks new tools and knowledge as needed.
- Can use technology when acquiring and utilizing knowledge and is innovative and creative in its application.
- Seek to continuously improve interpersonal and professional skills.

INTERNAL WORKING RELATIONSHIPS

- This position works in support of and under the direction of the President and CEO.
- This position works closely with the Vice President of Programs and VP of Programs.
- This position supervises the Events and Sales Director and the Communications and Creative Director.

EDUCATION REQUIRED

Bachelor's degree in business, communications, marketing, public administration, social services, or related field required. Master's degree in relevant field preferred.

PREVIOUS WORK EXPERIENCE

A minimum of 6 years senior level or executive experience is required. **Demonstrated** fund development and communications skills. Grant writing and grant management experience.

TECHNICAL KNOWLEDGE AND QUALIFICATIONS:

- Possess strong leadership, negotiation, communication, coaching, problem solving, project management and analytical skills.
- Ability to effectively present information to top management and public groups
- Ability to understand and process data extracted from computerized information systems.
- Ability to deal with mathematical concepts and a variety of abstract and concrete variables.
- Proficient in Microsoft Office products (Access, Excel, Word, PowerPoint, and Outlook); CRM proficiency preferred.
- Self-confident with personable affect.

OTHER: Position requires extensive day travel and some overnight travel. Must own vehicle and provide proof of required insurance. Applicant must be able to lift 25 lbs.

EMPLOYMENT CLASSIFICATION: Executive Exempt—this position is full-time, may exceed a 40-hour work week, and is exempt from Fair Labor Standards and Practices overtime compensation requirements. Employee must be available and able to work non-traditional hours, including nights and some weekends.

The job description for this position is intended to provide an overview of responsibilities and is not meant to be considered all-inclusive.



**1900 N. Chaparral St.
Corpus Christi, TX 78401**

EMPLOYMENT APPLICATION

Your application will be reviewed in detail. The decision on which applicants will be interviewed will be based on the information you provide within the format given herein. You may attach your resume to this application but it will not be accepted in lieu of an application.

Our policy is to provide equal employment to all qualified persons without regard to race, creed, color, religious belief, sex, sexual orientation, age, national origin, ancestry, physical or mental disability or veteran status.

PERSONAL INFORMATION:

Name: _____

Complete Home Address: _____

City, State, Zip: _____

Day Phone: _____ Evening Phone: _____

Email Address: _____

Are you a U.S. citizen or authorized by INS to work? *(Documentation will be required)* Yes No

Have you ever been convicted of a felony? *(This will not necessarily affect your application)* Yes No

If yes, please explain:

Are you bi-lingual? Yes No In what language/languages? _____

EMPLOYMENT DESIRED:

Position applying for: _____

Have you ever applied for employment here? Yes No

When _____ What position? _____

Have you ever been employed by this company? Yes No

When _____ What position? _____

Are you presently employed? Yes No May we contact your present employer? Yes No

Supervisor Name: _____ Position: _____

Contact Telephone Number: _____

Are you willing to travel? Yes No Do you have an automobile? Yes No

Valid Driver's License Number: State:

Can you provide proof of auto insurance? Yes No Date you can begin employment:

EDUCATION:

High School Location Graduate Yes No

_____ _____ GED Yes No

College Location Degree Obtained and Major

_____ _____ _____

_____ _____ _____

Can you provide proof of your education? Yes No (*Documentation will be required*)

Are you planning to continue your studies? Yes No

If yes, where and what courses of study? _____

COMPUTER SKILLS:

Typing Speed in WPM: _____

- List all the Computer Software that you are **proficient** in and describe your experience and skills in each.

WORK EXPERIENCE: Please list employment for the last five-(5) years starting with most recent employment.

<i>Employer:</i>		<i>Date From</i>		<i>Date To</i>	
<i>Address:</i>					
<i>Position/Title:</i>					
<i>Responsibilities:</i>					
<i>Reason for Leaving:</i>					

<i>Employer:</i>		<i>Date From</i>		<i>Date To</i>	
<i>Address:</i>					
<i>Position/Title:</i>					
<i>Responsibilities:</i>					
<i>Reason for Leaving:</i>					

<i>Employer:</i>		<i>Date From</i>		<i>Date To</i>	
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<i>Responsibilities:</i>					
<i>Reason for Leaving:</i>					

<i>Employer:</i>		<i>Date From</i>		<i>Date To</i>	
<i>Address:</i>					
<i>Position/Title:</i>					
<i>Responsibilities:</i>					
<i>Reason for Leaving:</i>					

Attach an additional sheet if needed to list all employments in the last 5 years

REFERENCES:

List three references (**two of whom must be former employers**), not related to you, whom you have known more than one year.

Name: _____ Phone: _____

Address: _____ Years Known: _____

Name: _____ Phone: _____

Address: _____ Years Known: _____

Name: _____ Phone: _____

Address: _____ Years Known: _____

Please tell us which responsibilities outlined in the accompanying job description are most suited to your skills and why:

Please tell us which responsibilities outlined in the accompanying job description will be most challenging or even difficult for you to fulfill and why:

Please help us make an informed decision on you as an applicant. What is it that makes you stand apart from other qualified applicants?

Please list your anticipated rate of compensation for this position: \$ _____

(applications without this information will not be considered)

Thank you for your time and careful consideration in completing this application. Please be assured that we will also take time and careful thought in our consideration.

PLEASE READ BEFORE SIGNING:

I acknowledge the importance of telling the truth on this application and any associated documents (herein "application"). I affirm that all of the information provided by me on this application is true to the best of my knowledge. The information is also not intended to mislead The Corpus Christi Museum of Science and History in any way about my qualifications or background. If I have omitted any information or provided information that is false or misleading, my application will be rejected, and I will not be eligible for employment. In addition, if it is later learned that any information on this application is false or misleading, that I may be subject to discipline up to and including immediate discharge.

I authorize my previous employers, schools, or persons listed as a reference to give any information regarding employment or educational record. I agree that The Corpus Christi Museum of Science and History and my previous employers will not be held liable in any respect if a job offer is not extended, or is withdrawn, or employment is terminated because of false statements, omissions, or answers made by myself on this application. In the event of any employment with this organization, I will comply with all rules and regulations set by the organization in any communication distributed to the employee.

I understand that employment with The Corpus Christi Museum of Science and History is "at will" which means that either this organization, or I may terminate the employment relationship at any time, with or without prior notice.

Applicant Signature: _____ **Date:** _____