



*Friends of the*

## **Corpus Christi Museum of Science & History**

1900 N. Chaparral Corpus Christi, TX 78401 (361) 826-4667

<b>Job Title:</b>	Strategic Initiatives Director
<b>Status:</b>	Full-Time
<b>FLSA Code:</b>	Executive Exempt
<b>Report to:</b>	President/CEO
<b>Primary focus:</b>	Fundraising, major gifts and grants
<b>Supervisory responsibility:</b>	Site rentals and membership programs
<b>Salary:</b>	\$60,000.00
<b>Who May Apply?</b>	All persons legally authorized to work in the United States and meet minimum education and experience.

### **The Opportunity:**

With a new strategic plan in place, the Corpus Christi Museum of Science and History seeks a Strategic Initiatives Director to lead our fundraising team. The perfect candidate will enjoy lifelong learning, active conversations and careful listening, are passionately curious, and appreciate opportunities to align well-defined donor intentions with Museum outcomes.

### **The Organization:**

Certified by the American Alliance of Museums, the mission of the Corpus Christi Museum of Science and History is to engage our community in science, innovation, and the history of Corpus Christi and the Coastal Bend. Using science and history as a lens to explore our region, the Museum is committed to cultural and STEM literacy, enlarging a shared understanding of our history, traditions, and heritage, as well as the impact and importance of science to our lives. We aim to inspire lifelong passions for understanding the past, exploring the present, and imagining a bright future.

The Museum serves more than 70,000 visitors annually and promotes history, science exploration, and educational programming. The Museum is also the repository for hundreds of thousands of artifacts and historically significant items in its nearly 100,000 sq. ft. facility.

### **Position Summary:**

The Strategic Initiatives Director is responsible for developing and implementing annual and campaign-specific fundraising plans, membership programs, revenue-generating site rentals, and philanthropic gifts to advance CCMSH's mission.

Working with the CEO, the Board of Directors, key community volunteers, and others, the Fundraising Initiatives Director will fulfill an essential role on the Museum's leadership team by establishing specific, measurable fundraising goals, developing strategies to fulfill those goals, tracking, and reporting on progress toward those goals, and attaining projected results.

The successful candidate will be a results-oriented confident fundraiser, eager to share the Museum's mission and its stories and energized and inspired by the opportunity to develop a robust strategic development program (that includes site rentals and membership programs). The CCMSH Board of Directors is actively engaged in fundraising efforts.

This position holds exceptional opportunity for growth.



*Friends of the*

## **Corpus Christi Museum of Science & History**

1900 N. Chaparral Corpus Christi, TX 78401 (361) 826-4667

### **Requirements:**

#### **Essential Duties and Responsibilities (incumbent may perform other duties as assigned):**

- Develop and lead the implementation of comprehensive, strategic annual and long-range fundraising plans.
- Revitalize membership programs and supervise staff, establishing branded membership promotions, innovative campaigns, and compelling benefits options.
- Collaborate with appropriate departments to prepare strategic funding proposals.
- Fulfill all reporting requirements related to grant awards.
- Maintain accurate donor records. Work with accounting department to review and manage all monthly financial reconciliations.
- Provide board members and volunteers with the information and materials they need to support strategic initiatives.
- Be available for occasional weekend and evening work to support fundraising, programming, and marketing activities.

#### **Experience and Skills Required:**

- Experience coordinating programs and campaigns.
- Strong verbal and written communication skills.
- Comfortable with people (leadership, prospects, donors, and/or volunteers in a wide range of roles).
- Authentic interest in people and their values.
- Experience with oversight and management of databases.
- Ability to exercise good judgment, to demonstrate an understanding of ethics related to development activities, and to use discretion in interactions with donors, prospects, volunteers, and others.
- Organizational skills and experience managing events and other complex activities and projects to meet development objectives.
- Comfortable and empathetic leadership, collaboration, team building, and mentoring
- Understand (or be compelled to learn more) technology and social media strategies for fundraising and expanding donor engagement beyond the local community.
- Must be versed in Microsoft Office products (especially in Excel, Word, PowerPoint, and Outlook) and proficient in CRM systems.
- Self-confident with personable affect.

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



*Friends of the*

## **Corpus Christi Museum of Science & History**

1900 N. Chaparral Corpus Christi, TX 78401 (361) 826-4667

### **Compensation:**

Compensation begins at \$60,000 per year and will be commensurate with the candidate's previous experience and credentials and, more importantly, with attaining goals and objectives as articulated in the annual performance plan.

The Corpus Christi Museum of Science and History provides its permanent staff with a competitive benefits package, including health insurance, professional development, a generous paid-time-off program, and a SIMPLE retirement plan.

### **Employment Classification:**

Executive Exempt—this position is full-time, may occasionally 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.

### **Closing Statement:**

- Selected applicants must be able to pass a background investigation
- Any position that lists a minimum qualification for education level and license/certification will require the applicant to provide proof of documentation if selected for hire
- The job description for this position is intended to provide an overview of responsibilities and is not meant to be considered all-inclusive.
- Please submit a cover letter and resume to [karens3@ccmuseum.com](mailto:karens3@ccmuseum.com). As the first step in your application's evaluation, please type your last name and the position you're applying for in the subject line. Should your application be advanced, we will request authorization for a background check, samples from your campaign portfolio, and references.



**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>	
<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>					

*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:** \_\_\_\_\_



**DISCLOSURE FOR CONSUMER REPORTS**

In connection with my application for employment (including contract or volunteer services) with CCMSH, I understand consumer reports will be requested by you (“Company”). These reports may include, as allowed by law, the following types of information, as applicable: names and dates of previous employers, work experience, education, accidents, licensure, credit (as allowed by law – where required, you will be presented with additional disclosures), etc. I further understand that such reports may contain public record information such as, but not limited to: my driving record (which will include all or part of the following information: photograph, social security number, driver’s license number, your name, your address and medical or disability information), workers’ compensation claims, judgments, bankruptcy proceedings, evictions, criminal records, etc., from federal, state, and other agencies that maintain such records.

In addition, investigative consumer reports (gathered from personal interviews, as applicable, with former employers or landlords, past or current neighbors and associates of mine, etc.) to gather information regarding my work or tenant performance, character, general reputation and personal characteristics, and mode of living (lifestyle) may be obtained.

If I am hired, I understand that my employer can use this disclosure and authorization to continue to obtain such consumer reports throughout my employment, contract period or volunteer service.

Acknowledged:

\_\_\_\_\_  
Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Full Name

**AUTHORIZATION**

I hereby authorize procurement of consumer report(s) and investigative consumer report(s) by CCMSH (“Company”) and its consumer reporting agency Intelifi. If hired (or contracted), this authorization shall remain on file and shall serve as ongoing authorization for Company to procure such reports at any time during, as permitted by law, my employment, contract, or volunteer period. I authorize without reservation, any person, business or agency contacted by the consumer reporting agency to furnish the above-mentioned information.

In connection with my application for employment, I direct the following regarding my current employer: (please check one). Yes, my current employer may be contacted \_\_\_\_\_ / No, my current employer cannot be contacted \_\_\_\_\_

I understand that I have rights under the Fair Credit Reporting Act, and I acknowledge receipt of the Summary of Rights \_\_\_\_\_ (initials).

I authorize Company and Agency to use email communication with me to provide me with notices and information regarding any report or use of such report. If I do not have an email address or do not wish to share it, then communication will be by U.S. Mail, which will result in slower communication.

If you have any questions concerning this background screening content, please contact: Intelifi at (888) 409-1819.

Printed Full Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Email: \_\_\_\_\_; I do not have or want email \_\_\_\_\_  
(Initial)

List mailing address: \_\_\_\_\_

For identification purposes:

Social Security No.: \_\_\_\_\_; Date of Birth: \_\_\_\_\_

Driver’s License No.: \_\_\_\_\_; State of Issue: \_\_\_\_\_

Other Names Used: \_\_\_\_\_

**INFORMATION REGARDING YOUR RIGHTS**

I understand that I have the right to make a request to the consumer reporting agency: Intelifi (“Agency”), 8730 Wilshire Blvd, 4<sup>th</sup> Floor, Ste. 412, Beverly Hills, CA 90211, telephone number (888) 409-1819, upon proper identification, to obtain copies of any reports furnished to Company by the Agency and to request the nature and substance of **all information** in its files on me at the time of my request, including the sources of information. The Agency will also disclose the recipients of any such reports on me which the Agency has previously furnished within the two year period for employment requests, and one year for other purposes preceding my request (California three years). I understand that I can dispute, at any time, any information that is inaccurate in any type of report with the Agency. I may view the Agency’s privacy policy at their website: [www.intelifi.com](http://www.intelifi.com).

I understand that if the Company is located in California, Minnesota or Oklahoma, that I have the right to request a copy of any report Company receives on me at the time the report is provided to Company. By checking the following box, I request a copy of all such reports be sent to me.

**Check here:**     

I understand that if I am applying for employment in New York, that I have the right to receive a copy of Article 23-A of the New York Correction Law \_\_\_\_\_(initial if this applies).

I understand that if the report is provided to an employer in the State of Washington, that I can contact the following office for more information regarding my rights under Washington state law in regard to these reports: State of Washington Attorney General, Consumer Protection Division, 800 5<sup>th</sup> Ave, Ste. 2000, Seattle, Washington 98104-3188, (206) 464-7744.

New Hampshire registered drivers: The consent for driving records is valid for only two (2) years and is revocable at any time.

**Personal information** in MVRs means information that identifies you, such as your photograph, social security number, driver’s license number, your name, your address, your telephone number and medical or disability information relating to any license restrictions. **Highly restricted personal information** includes your photograph or image, social security number, medical or disability information relating to any license restrictions. 18 U.S.C. §2725.

Acknowledged:

\_\_\_\_\_  
Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date