



Director of Development

About the Center for African American Military History dba Buffalo Soldiers National Museum

Founded in 2001 in Houston, Texas by Captain Paul J. Matthews, a Vietnam War veteran, the Buffalo Soldiers National Museum (BSNM) was established to honor and preserve the legacy of the Black American soldiers known as “Buffalo Soldiers.” Over the past two decades, the museum has evolved from a modest collection of military artifacts into a nationally recognized institution. It now serves as a comprehensive museum and educational center dedicated to commemorating Black Americans’ contributions in military history and sharing their stories with a broad audience.

Today, BSNM’s mission is to explore and display the stories and contributions of Black Americans in the military by way of performing and visual arts, educational programming and exhibitions. Through immersive exhibits, community outreach, and educational programs, the museum plays a vital role in the community. It not only preserves an important part of American history but also engages and inspires future generations by highlighting the valor, sacrifice, and patriotism of Black soldiers. BSNM partners with schools and community organizations to host events, provide educational resources, and foster dialogue about the ongoing impact of its historical narratives.

Position Summary

The Director of Development will be a key leadership team member responsible for driving all fundraising and development efforts for BSNM. Reporting to the Chief Executive Officer (CEO), this role will create and execute a comprehensive development strategy to sustain and grow the museum’s mission-driven programs. The Director of Development will oversee annual fundraising, major gifts, grants, corporate sponsorships, and donor relations in alignment with the museum’s values and strategic goals. Notably, this role comes at an exciting time in the museum’s growth: BSNM has launched the \$13 million “Ready & Forward” capital campaign to repair and renovate the museum facility, expand exhibitions and programming, and ensure long-term sustainability. While an external consulting team leads this capital campaign, the Director of Development will focus on annual operating fundraising and donor development, coordinating closely with the campaign consultants to leverage opportunities and maintain unified messaging.

We seek a proactive and results-driven strategist who is passionate about the museum’s mission and poised to build on our fundraising momentum. The ideal candidate enjoys leveraging existing partnerships and forging new relationships to surpass fundraising goals and



is excited by the challenge of building and expanding an institution's philanthropic capacity. This individual must be adept at prioritizing initiatives while balancing time and resources, and capable of engaging collaboratively with the CEO, Board of Trustees, campaign leadership, and other key stakeholders to advance the museum's mission. In essence, the Director of Development will be the chief architect of BSNM's development program, ensuring that our fundraising strategies not only meet immediate financial targets but also build lasting community support for years to come.

Key Responsibilities

The Director of Development will lead all aspects of fundraising strategy and execution. Key areas of responsibility include:

Donor Management

- **Donor Stewardship:** Develop and implement a comprehensive plan for donor stewardship that includes appropriate touchpoints and a structured calendar for consistent, meaningful communication with supporters.
- **Donor Portfolio Management:** Cultivate, solicit, and steward relationships with individual, corporate, and foundation donors. Manage the museum's prospect and donor portfolio and implement an institution-wide donor development action plan to broaden the base of support.
- **Data Management:** Ensure the effective organization and maintenance of donor and prospect information in the museum's donor database/CRM system, utilizing data to personalize outreach and track engagement.

Strategic Planning

- **Fundraising Strategy & Campaigns:** Assist in the development and implementation of strategies to achieve the museum's strategic fundraising initiatives, including annual fund goals as well as contributions to capital and endowment campaigns. Coordinate with external campaign consultants to align annual fundraising efforts with the ongoing Ready & Forward capital campaign.
- **Institutional Giving & Grants:** Operate a comprehensive institutional giving program that encompasses private and corporate foundation grants as well as government funding. This includes conducting prospect research, maintaining a grant calendar, and leading the preparation and submission of grant proposals and reports, with support from key staff as needed.
- **Budgeting & Resource Allocation:** Create and manage the annual development department budget to ensure that priority initiatives have adequate resources. Monitor fundraising expenditures and return on investment to optimize resource allocation in support of the museum's goals.



Event Management

- **Special Events:** Plan and manage fundraising and donor cultivation events that advance the museum's mission and revenue goals. Oversee the development of special events – such as annual galas, donor appreciation events, and community engagement activities – from conception to execution. Ensure these events are well-organized, mission-centric, and effective in attracting and retaining supporters.

Communication & Reporting

- **Appeals and Campaign Communications:** Plan and supervise all fundraising communications, including electronic and mailed appeals, annual fund campaigns, grant writing and applications, corporate sponsorship proposals, and donor acknowledgment letters. Craft compelling cases for support and ensure consistency of messaging across all development materials.
- **Donor Reporting & Stewardship Communication:** Prepare impact reports, updates to funders, and stewardship reports that keep donors informed of how their contributions are making a difference. Establish a communication plan to keep the Board of Trustees, staff leadership, and other stakeholders informed about current fundraising strategies, activities, and results.
- **Collaboration & Stakeholder Engagement:** Work closely with the marketing/communications team to highlight development initiatives in external communications. Partner with program and curatorial staff to understand funding needs and translate them into compelling funding opportunities for donors. Provide regular progress updates to the CEO and Board and engage Board members in the development process through committees or fundraising initiatives.

(The responsibilities above are grouped by functional area for clarity, but as a small team, the Director of Development will often wear many hats and collaborate across these areas to achieve BSNM's fundraising objectives.)

Qualifications

Required Qualifications

- **Education & Experience:** Bachelor's degree in fund development, nonprofit management, business, or a related field (or equivalent experience). A minimum of 7 years of experience in fundraising and development, with progressive leadership responsibilities.
- **Fundraising Track Record:** Demonstrated success in creating and implementing fundraising plans and cultivating donor relationships. Proven track record of securing \$1M+ annually in philanthropic support through various funding streams (individual gifts, grants, campaigns, etc.).



- **Strategic Planning Ability:** Significant knowledge of fundraising techniques and strategies, including annual giving, major gifts, planned giving, corporate and foundation relations, and campaign management. Ability to develop long-term fundraising strategies that align with organizational goals and adapt to evolving circumstances.
- **Communication & Interpersonal Skills:** Excellent oral and written communication skills, with the ability to articulate the value and vision of BSNM to diverse audiences. Strong interpersonal skills with a talent for building genuine relationships with donors, volunteers, and community partners.
- **Leadership & Management:** Proven leadership and management capabilities, including the ability to manage and motivate staff and volunteers. Experience in guiding teams or committees and working collaboratively with executive leadership and boards.
- **Analytical & Organizational Skills:** Detail-oriented and data-driven approach to fundraising. Proficient in using donor databases/CRM systems for tracking and analyzing donor information (experience with donor management software is expected). Highly organized and able to prioritize multiple projects, with a proactive mindset and problem-solving skills to navigate challenges creatively.
- **Mission Alignment:** A deep appreciation for and understanding of the BSNM mission, with the ability to passionately articulate the museum's purpose and impact both internally and externally. Genuine enthusiasm for the history and heritage that BSNM represents, and a desire to advance its cultural and educational objectives.

Preferred Qualifications

- **Sector Experience:** Experience leading development efforts in a museum, cultural institution, or similar nonprofit environment. Familiarity with arts/culture or history museum fundraising is a plus.
- **Professional Certification:** CFRE (Certified Fund-Raising Executive) certification or equivalent credential in philanthropy/nonprofit management is advantageous.
- **Local Network:** Knowledge of the Houston-area (or Texas regional) philanthropic community and prior success in engaging local donors and funders is preferred. Established relationships with foundations, corporations, and individual philanthropists in the region will be an asset.
- **Advanced Education:** Advanced degree in nonprofit management, business administration, public history, or related field is a plus (but not required).
- **Additional Skills:** Marketing and public relations savvy, with an ability to contribute to marketing strategies for fundraising campaigns. Competency with standard office and productivity tools (MS Office, Google Workspace) and comfort with leveraging social media or digital platforms for donor engagement.

(BSNM recognizes that exemplary candidates may come from a variety of backgrounds. If you don't meet every qualification but are strongly compelled by our mission and believe you have the skills to achieve outstanding results in this role, we encourage you to apply.)

Compensation & Benefits



Salary range: \$85,000-\$95,000 per year (negotiable, exempt, full-time).

BSNM offers a competitive benefits package for full-time employees, including:

- Health, Vision, and Dental Insurance: Employer contributes 50% of premiums.
- Paid Time Off: Generous vacation and PTO policy, plus recognized holidays.
- Supportive Work Environment: A leadership team that is committed to supporting fundraising and development activities, providing professional development opportunities, and fostering a collaborative team culture.

(Note: Specific details of benefits will be provided upon hire and are outlined in BSNM's employee handbook.)

Application Instructions

- Application Deadline: Open until filled. Candidate review will begin immediately and continue until the position is successfully filled.
- How to Apply: Please submit your resume and a cover letter detailing your interest and qualifications to admin@buffalosoldiermuseum.com. Include "Director of Development Application – [Your Name]" in the email subject line. No phone calls please.

We appreciate all applications and will directly contact those candidates selected for an interview. Thank you for your interest in joining the Buffalo Soldiers National Museum team and helping us move into our next chapter!