



## BIRMINGHAM CIVIL RIGHTS INSTITUTE JOB DESCRIPTION

*Our mission: To enlighten each generation about civil and human rights by exploring our common past and working together in the present to build a better future.*

Birmingham Civil Rights Institute (BCRI) is a museum, a place of research, a teaching facility and an acknowledged learning center for people of all ages and from diverse backgrounds. BCRI facility is owned by the City of Birmingham and our programs are partially funded by it. The Institute opened in 1992 and will celebrate its 25<sup>th</sup> anniversary in 2017. BCRI is fully accredited by the American Alliance of Museums and is a Smithsonian Institution Affiliations Program member. It was named Tourism Attraction of the Year twice by the Alabama Tourism Department. With a staff of 30 and over 75 volunteers, BCRI continues to generate award-winning, relationship-building programs and tours attracting more than 150,000 visitors annually.

JOB TITLE: Vice President of Development

REPORTS TO: President and CEO

### JOB SUMMARY:

The Vice President (VP) of Development works with the President and CEO to develop and implement strategies to generate annual revenues to fulfill our mission and achieve program excellence. The VP manages and directs all of the Institute's programs for philanthropic resource development, implementing marketing and sponsorship programs.

### RESPONSIBILITIES:

- Develops and implements strategic plan for Development and fund raising.
- Manages all aspects of the Institute's fund raising activities. Responsibilities include implementation and supervision for annual gifts; capital gifts; major gifts; memberships; fund raising for special events; grants; and planned and endowment giving.
- Provides direct supervision to any other fundraising staff that may be involved in the department.
- Provides direct supervision for Communications and Public Relations staff; responsibilities include preparation of the annual report.
- Creates, recommends and manages the budgets for all development programs and events, and maintains strict fiscal controls over departmental expenditures.
- Prepares and submits proposals for major and planned gift opportunities.
- Provides initiative and coordination for capital gifts or sponsorship opportunities for the Institute
- Support the Development Committee of the BCRI Board in fund raising efforts, as appropriate, as well as other Board members whenever possible.

This position description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbent may be requested to perform job-related responsibilities and tasks other than those stated in this description.

**Letter of interest and resume are due by February 25, 2016. Salary is negotiable based on experience.**

Birmingham Civil Rights Institute is an Equal Opportunity Employer.

