



ADVANCEMENT OFFICER
(WESTERN REGION)
POSITION DESCRIPTION

EFFECTIVE DATE: 03/20/2023

REPORTS TO: Director of Development

DIVISION: Institutional Advancement

SUPERVISES: N/A

DEPARTMENT: Development

DRIVING CLASS: Required

FLSA CLASS: Exempt

BENEFITS: Eligible

FTE STATUS: 1.0 (Full-time)

LOCATION: TACOMA, WA

GENERAL SUMMARY:

The Advancement Officer – Western Region develops, executes, and manages advancement initiatives in Washington State and throughout the Western regions of the U.S. to develop and maintain strong individual, corporate, and foundation relationships in support for America’s Automotive Trust (AAT), its mission, and its affiliates – LeMay - America’s Car Museum (ACM) and the Restoration, Preservation, & Mentorship Foundation (RPM). The Advancement Officer identifies, cultivates, solicits, and stewards a portfolio of major gift prospects, and creates meaningful relationships and opportunities for compelling partnerships that secure, sustain, and maximize funding in support of the Trust’s mission, initiatives, and affiliate entities.

In addition to development duties, this position is responsible for marketing and promotions related to advancement within the designated regions and for creating collaborative partnerships with other entities involved in automotive heritage and automotive educational activities.

This position reports to the Director of Development and performs a majority of work independently while exercising professionally sound judgment and discretion. Responsibilities include, but are not limited to: Developing and executing a successful fundraising plan and strategies throughout Washington and the Western regions of the U.S.; Identifying, cultivating, stewarding, and maintaining an active portfolio of individual, corporate and foundation major-gift-prospects; Soliciting gifts, sponsorships, and in-kind donations at the \$25,000 level or above; Meeting established fundraising goals and objectives; Promoting Club Auto within the Western regions; Assisting in the implementation of signature and promotional events in promotion of the Trust; Updating prospect records within the CRM database; Managing corporate and foundation giving processes within assigned regions; Ensuring proper utilization and administration of acquired grants, sponsorships, and in-kind gifts; Creating and executing advancement promotional activities and events; Participating in enthusiast and promotional events to promote the automotive heritage and the Trust; Creating collaborative partnerships with other entities involved in automotive heritage and educational activities; Attending events and speaking publicly to promote AAT and its affiliates; Participating in strategic planning; Participating in budget creation, implementation, and oversight;

Initial

Date Received

Collaborating interdepartmentally within AAT and its affiliates for advancement purposes; and Creating regular internal and external reports.

The incumbent to this position must possess significant, demonstrable experience and success in major gift development and procurement, an in-depth understanding and skill in donor cultivation and stewardship, and the ability and stature to effectively articulate and represent AAT and its affiliates at the highest corporate levels and to major donors capable of gifts in excess of \$25,000 or above.

This position description has been designed to indicate the general nature and level of work performed by jobholders within this role. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to the job. The requisites described within this position description are representative, but not all-inclusive, of the knowledge, skills, and abilities required for this position. To perform the job successfully, an employee must perform each essential responsibility satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

PRIMARY OBJECTIVES:

1. Build and manage a sustainable Major Giving Program in Washington and throughout the Western regions of the U.S., generating funds to strengthen the financial resources of AAT and its affiliates.
2. Procure long-term, regular financial support for AAT and its affiliates through cultivation, solicitation, and stewardship of individual, corporate, and foundation prospects, and ensuring donors and prospects remain informed about the organization's mission, needs, and giving opportunities.
3. Build collaborative partnerships with entities involved in automotive heritage and educational activities to further AAT's mission and financial stability, and to position AAT and its affiliates as a leading voice, preeminent in promoting and preserving automotive heritage.
4. Manage Club Auto development and activities for the Western region.
5. Ensure Advancement Division and affiliate collaboration and communication regarding Western U.S. advancement efforts to align and compliment AAT's cumulative advancement efforts.

MAJOR RESPONSIBILITIES:

1. Plan, implement, and manage advancement initiatives in Washington and throughout the Western regions of the U.S. to develop and maintain strong individual, corporate, and foundation relationships in support for America's Automotive Trust (AAT), its mission, and its affiliates.
2. Identify, cultivate, steward, and maintain an active portfolio of individual, corporate and foundation major-gift-prospects.
3. Solicit gifts, grants, sponsorships, and in-kind donations at the \$25,000 level or above.
4. Oversee the creation, implementation, and monitoring of the regional major and planned giving program budget, including tracking income and expenditure, authorizing disbursements, financial analyses, and preparing reports.
5. Create collaborations and partnerships with other entities involved in automotive heritage and automotive education activities—such as the North American international Auto Show, Rock Ventures, the Concours d'Elegance of America, the Woodward Dream Cruise, etc.
6. Develop and direct AAT's Major Gift Program throughout Washington and the Western regions of the U.S. to support the work of AAT and its affiliates – ACM and RPM.

Initial

Date Received

7. Shepherd prospective high-level and major individual, corporate, and foundation benefactors through the gift process, from initial contact through inviting the gift, closing the solicitation, thanking, and recognizing the donor, and reporting.
8. Collaborate with Advancement and Executive personnel of AAT and its affiliates to provide for an effective major gift program throughout Washington and the Western regions of the U.S.
9. Collaborate with the Marketing & Communications Department for the promotion of regional major gift and advancement efforts.
10. Oversee the updating of regional prospect and donor data through use of the CRM database and collaboration with the CRM Database Coordinator.
11. Participate in annual strategic and operational planning process to provide an effective annual plan for the regions' Major Gift Program; and ensure concerted activity in achieving AAT's mission and vision.
12. Develop, review, and deliver major and planned giving policies and processes to support the effective identification, cultivation, solicitation, and stewarding of gifts.
13. Assist in the implementation of signature and promotional events for the Western region.
14. Make public and private presentations to individuals, groups, corporate executives, and foundations to promote the education and support of AAT and its affiliates.
15. Participate in enthusiast and promotional events of entities involved in and promoting automotive heritage and related educational activities.
16. Create AAT advancement events to promote automotive heritage and the mission of the Trust.
17. Create regular internal and external reports.
18. Maintain Institutional Advancement policies and procedures to ensure financial, legal, and income tax requirements for charitable giving are upheld.
19. Ensure timely and accurate tracking and reporting.
20. Ensure proper allocation and coding designation of received gifts.
21. Ensure proper utilization and administration of acquired grants, sponsorships, and in-kind gifts.
22. Administer regional donor benefit and recognition efforts, including recognition events, gift acknowledgement letters, and other gift fulfillment items.
23. Collaborate with the Finance Department to ensure the proper recording of all major and planned gifts and expectancies.
24. Collaborate with Finance and the Director of Development to ensure periodic reports are provided to the CEO and to the Board regarding the status of major and planned gift development.
25. Schedule meetings, events, travel, and other obligations related to advancement opportunities, goals, and obligations.
26. Utilize MS-Word, Excel, PowerPoint, and Publisher to generate communications, presentations, and reports.
27. Utilize MS-Outlook for email communications and scheduling.
28. Utilize direct and electronic mail, museum publications, the website, seminars, and events to cultivate prospects and promote major giving in support of AAT's mission.

Initial

Date Received

29. In collaboration with AAT's Director of Development, oversee regional planned giving marketing and website content.
30. Meet established fundraising goals and objectives.
31. Travel throughout the U.S (with a focus on Washington and the Western regions of the U.S.) for promoting collaborative relationships and advancing the mission of AAT and its affiliates.
32. Maintain a flexible schedule and works weekends and late nights, as needed.
33. Organize, coordinate, and attend meetings, as needed or requested.
34. Maintain and reports statistical data, as needed or requested.
35. Drive personal vehicle for business purposes.

QUALIFICATIONS:

The incumbent for this position must possess a Bachelor's degree and four years of significant, successful fundraising experience in the cultivation, solicitation, and stewardship of major gift benefactors with a demonstrated record of securing gifts of \$25,000 and above. Additionally, the incumbent must possess the ability and stature to articulate and represent AAT and its affiliates at the highest corporate levels.

Additionally, the incumbent must possess:

1. The ability to pass an in-depth background investigation including criminal history, employment records, and personal references.
2. A valid driver license with the ability to drive a personal vehicle for business purposes.
3. Demonstrable experience and success in major gift development at the level of \$25K and above.
4. The understanding of financial, legal, and income tax implications involved in charitable giving.
5. An in-depth understanding and skill in stewarding donors.
6. Experience in budgeting and financial management.
7. Effective project management skills, attention to detail, and ability to drive projects toward successful completion.
8. Strong skills in strategic planning, goal setting, and goal fulfillment.
9. A solid proficiency in the English language with strong professional communication skills including, the ability to communicate and work effectively with a variety of internal and external stakeholders.
10. Outstanding presentation skills and the experience and proclivity to be an outgoing spokesperson, relationship builder, and fundraiser.
11. A demonstrated record of collaboration with others –board members, staff, volunteers, and donors— around the accomplishment of strategic objectives.
12. The skill and ability to work independently with general instruction and minimal supervision while maintaining a team-oriented approach and attitude.

Initial

Date Received

13. The interpersonal skills, sensitivity, and ability to professionally interact with a diverse range of people of all ages, socio-economic groups, and personality types.
14. An ability to effectively multi-task and coordinate between different projects and/or departments and agencies while remaining organized and solution focused.
15. An ability to thrive in a fast-paced, dynamic environment, with high expectations for professional outcomes.
16. Proficient skills in the use of MS Word, Excel, Power Point, Outlook, and Web browser.
17. The ability to critically analyze and resolve quantitative, logistical, and motivational problems.
18. The ability to work from home and travel for business via plane.
19. The ability to stand and sit for extended periods of time, bend stoop, and twist regularly, manipulate items with fingers frequently, operate a computer regularly, visually inspect displays/monitors regularly, attend and set up events periodically, and effectively communicate verbally, and in written format, with guests, employees, management, and stakeholders regularly.

PREFERRED QUALIFICATIONS:

1. Demonstrated success in Major Gift fundraising in a large non-profit or university.
2. An innovative and creative approach to major fund development.
3. A familiarity and appreciation for historic and collectible vehicles.
4. Demonstrated experience in stewarding prospects at the highest corporate level resulting in major gifts of \$25,000 or more.

WORKING CONDITIONS:

1. Exposure to a combination of home office, shop, commercial retail, commercial food, and outside environments.
2. Minimal exposure to cleaners and various other chemicals.
3. Minimal exposure to dust, gases, and fumes.

Signature

Date Received