



# Executive Director (Full-Time)

Portsmouth Museums Foundation, Inc.

## About the Organization

The Portsmouth Museums Foundation, Inc. (PMF) is a 501(c)(3) nonprofit organization founded in 1992 to support the cultural and educational mission of Portsmouth's museums, with a primary focus on the Children's Museum of Virginia.

PMF generates private and public funding to support museum programs, exhibitions, and capital initiatives while serving as a philanthropic partner to the City of Portsmouth. Governed by a 16-member regional Board of Directors, the Foundation has raised more than **\$10 million** in support of the Children's Museum of Virginia and other museum initiatives.

The Foundation works collaboratively with the City of Portsmouth's Department of Museums & Tourism to expand the reach, impact, and sustainability of Portsmouth's museum assets.

## The Position

The Portsmouth Museums Foundation seeks a dynamic and entrepreneurial leader to serve as the organization's full-time **Executive Director (ED)**. This individual will provide strategic leadership and day-to-day management of the Foundation while leading all fundraising and philanthropic initiatives.

Reporting to the PMF Board President and working closely with the Board of Directors, the ED will design and execute a comprehensive fundraising strategy that includes major gifts, corporate sponsorships, grants, fundraising events, and individual giving - with clear accountability for generating a minimum of \$275,000 in year one.

The ED will serve as the Foundation's primary ambassador and spokesperson, strengthening relationships with donors, partners, civic leaders, and the broader philanthropic community throughout Hampton Roads.

This role requires a **strategic, relationship-driven leader who is comfortable both developing high-level fundraising strategy and executing hands-on development activities.**

The ED will work collaboratively with the City of Portsmouth's Director of Museums & Tourism to align philanthropic support with museum priorities and community impact.

## Key Responsibilities

## **Strategic Leadership & Organizational Management**

- Partner with the Board of Directors to advance the Foundation's mission and strategic priorities
- Develop and implement long-term fundraising and organizational growth strategies
- Identify new philanthropic and partnership opportunities that support the sustainability and expansion of Portsmouth's CMVA initiatives
- Implement and maintain DonorPerfect CRM system with 100% donor tracking compliance
- Actively utilize Google Drive internal file storage system and support in file migration process
- Ensure strong operational management and financial stewardship of the Foundation

## **Fundraising Strategy & Development**

- Develop and implement a comprehensive fundraising strategy to support the Foundation's annual revenue goal of \$275,000 in year one
- Lead all fundraising efforts, including major gifts, corporate sponsorships, grants, and individual giving
- Build and manage a portfolio of major donors and prospects
- Cultivate and steward relationships with individuals, corporations, foundations, and public agencies
- Identify new funding opportunities and develop strategies to secure philanthropic support

## **Grants & Sponsorships**

- Research, write, and submit grant proposals and reports to foundations, corporations, and government entities
- Develop compelling sponsorship proposals and partnership opportunities
- Manage relationships with current and prospective sponsors to ensure strong engagement and long-term partnerships
- Oversee reporting and compliance requirements related to grants and city funding support

## **Individual Giving & Donor Engagement**

- Guide the strategy and execution of annual appeals and donor communications
- Cultivate meaningful relationships with donors and prospects to grow philanthropic support
- Partner with museum leadership to strengthen member engagement and philanthropic participation
- Lead donor stewardship and recognition programs

## **Fundraising Events**

- Plan and execute fundraising events, in conjunction with the Board of Directors, that advance philanthropic goals and community engagement
- Work with vendors, volunteers, and board members to ensure successful events
- Manage logistics, sponsorships, and donor engagement related to events

## **Board Engagement**

- Attend and support all Board of Directors meetings
- Provide monthly performance updates to the board - including fundraising progress, financial performance, and organizational priorities
- Work closely with board members to leverage their networks and expertise to support fundraising initiatives

- Support board committee engagement related to development and governance
- Achieve 100% board giving participation annually

## **Community Engagement & Partnerships**

- Serve as the public representative and ambassador for the Foundation
- Represent the Foundation at community and museum events, networking functions, and partnership meetings
- Strengthen relationships with civic leaders, businesses, and philanthropic organizations across Hampton Roads

## **Marketing & Communications**

- Manage the Foundation's communications and marketing activities, including website updates, email campaigns, and social media platforms
  - Create/reshare social media content that highlights museum programs, donor impact, and fundraising initiatives
  - Develop marketing materials such as sponsorship packages, donor communications, and event promotions
  - Strengthen the Foundation's digital presence to expand community awareness and philanthropic engagement
  - Leverage support with the Foundation's contracted advertising agency to advance marketing and communications efforts

## **Qualifications**

### **Education**

Bachelor's degree from an accredited college or university required.

### **Experience**

- 7+ years of progressively responsible experience in nonprofit leadership, fundraising, development, or advancement
- Demonstrated success in securing major gifts, sponsorships, and grant funding
- Experience building and managing donor relationships and fundraising strategies
- Experience working with nonprofit boards and volunteer leadership
- Museum, cultural nonprofit, or education sector experience preferred

### **Skills & Competencies**

- Strong strategic thinking and fundraising leadership
- Exceptional written and verbal communication skills
- Excellent relationship-building and networking abilities
- Strong organizational and project management skills
- Ability to manage multiple priorities in a fast-paced environment
- Experience with fundraising software (DonorPerfect preferred), Excel, Word, and social media tools
- Ability to work independently while collaborating effectively with partners and stakeholders
- Strong connection to the Hampton Roads community is highly desirable

## **Essential Physical Functions**

- Ability to sit at a desk and work on a computer for extended periods
- Ability to move throughout museum spaces and attend events

- Ability to work occasional evenings and weekends
- Ability to lift up to 50 pounds when supporting event logistics

## Location

Candidates must reside in the Hampton Roads region.

Hybrid work environment with a **minimum of three days/week in person** at the Olde Towne Portsmouth office.

## Compensation & Benefits

Full-time salaried position with compensation commensurate with experience and qualifications.

Benefits include:

- Health insurance
- Retirement plan
- Paid time off
- Paid holidays

Some evening and weekend availability required for events and community engagement.

## How to Apply

Inquiries and resumes with a cover letter may be directed in confidence to:

**PMF Board President, Bridget Host**  
[bridgetfoster@gmail.com](mailto:bridgetfoster@gmail.com)

Applications will be accepted until the position is filled.