



## **Vice President of Advancement**

### **About the Senator John Heinz History Center**

The Senator John Heinz History Center is an award winning American history museum and Pittsburgh first-day attraction featuring unrivaled historical collections and the stories of Western Pennsylvania people. The History Center is dedicated to creatively presenting history to large and diverse audiences—inspiring people to learn from the past in order to make better decisions in the present and plans for the future. An affiliate of the Smithsonian Institution, Pittsburgh’s History Center is the largest history museum in Pennsylvania—a 350,000 sq./ft. facility with six floors of long-term and changing exhibition space, a museum conservation center, and spectacular spaces for special events. The History Center’s museum system includes the Western Pennsylvania Sports Museum, a dynamic museum-within-a-museum; the Fort Pitt Museum in Point State Park; Meadowcroft Rockshelter & Historic Village, a National Historic Landmark located in Avella, Pa. in Washington County; and the History Center’s Museum Conservation Center (restoring and conserving antiquities and heirlooms for the public as well as for regional museums). The History Center presents the most compelling stories from American history with a Western Pennsylvania connection, all in an interactive environment perfect for visitors of every age.

### **Job Posting**

The Senator John Heinz History Center—Pittsburgh’s oldest cultural institution (1879), the largest history museum in Pennsylvania dedicated to history, and an affiliate of the Smithsonian Institution—is seeking a dynamic and experienced Vice President of Advancement.

The Vice President of Advancement is responsible for leading the History Center’s annual and capital fundraising efforts, working closely with the President & CEO and board development committee. The Vice President of Advancement is a key member of the executive leadership team. The Vice President builds and manages the institution’s fundraising portfolio. S/he is expected to provide prospect strategy counsel to the President & CEO, Senior Vice President & COO, and directly supervises the day to day operations of the development team of four staff while coordinating fundraising activities of other program directors (e.g. museums, education, library & archives, etc.)

The Vice President of Advancement oversees planning, major individual gifts, corporate, government, and foundation solicitations, planned giving, annual appeals, commemorative items, special events, membership, and other fundraising initiatives that may include periodic capital/endowment campaigns. The Vice President’s team is tasked with identifying, cultivating, soliciting, closing and providing stewardship to donors. This position demands a high degree of integrity in dealing with

confidential donor information and financial information.

This is a full-time position reporting directly to the Senior Vice President/Chief Operating Officer and working closely with the President & CEO and other senior staff.

## **Requirements**

- The successful candidate will possess an appropriate educational background (Minimum Bachelor's. Master's degree in nonprofit/arts management or finance/business is a plus).
- Thorough understanding of what constitutes a comprehensive and quality development program and a track record of progressively responsible development / fundraising experience in the not-for-profit sector especially with history of success with individual donors (minimum 7 years direct experience).
- Ability to engage and motivate a wide range of stakeholders including major individual donors, community leaders, and members of the Board of Directors.
- Management (Supervisory) experience (minimum 5 years).
- Demonstrated success in creating and implementing multifaceted fundraising plans.
- Mature leadership that understands the value of being part of a team.
- The ability to accommodate a variety of work styles.
- Management-level familiarity with donor database such as Raiser's Edge, DonorPro or other CRM.
- Flexibility to work evenings and weekends as necessary.
- Track record of successful grant-writing/grant stewardship oversight.
- Strong written and verbal communication skills; a clear and effective communicator with strong public speaking ability.
- Strong organizational abilities including prioritizing attention to detail for self and staff, planning, delegating, program development, and task facilitation.
- Problem solver who will remain calm under pressure.
- Ability to meet deadlines, and work effectively in a fast-paced work environment.

Additional qualifications (preferred but not required)

- Experience in a museum or university environment
- Knowledge and understanding of the Southwest Pennsylvania region corporate, foundation and donor community

## **Application Process**

*We are an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability. Minorities are encouraged to apply.*

Qualified applicants should submit a cover letter (***including salary requirements and how you learned of our vacancy***) and resume to:

Renee Falbo, Director of Human Resources, Senator John Heinz History Center  
1212 Smallman Street, Pittsburgh, PA 15222      [hr@heinzhistorycenter.org](mailto:hr@heinzhistorycenter.org)  
Fax: 412-454-6358