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<b>Title of Position *</b>	Assistant Development Director – Memberships
<b>Institution *</b>	Admiral Nimitz Foundation
<b>Position Location: City &amp; State *</b>	Fredericksburg, Texas
<b>Position Closing Date</b>	

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### **About the Institution**

#### Organization

Founded in 1971 as a 501(c) (3), the Foundation since 2005, in an agreement with the Texas Historical Commission, manages and provides financial support to the State owned National Museum of the Pacific War to:

Preserve and exhibit the material history of the war in the Pacific and Indo–China during World War II;

Offer and participate in programs that honor all veterans past and present and in programs that provide strategic insights into national security issues affecting our country;

Support education concerning the American experience in the Pacific Area during World War;

Preserve and exhibit the material history of Fleet Admiral Chester W. Nimitz; and,

Provide the public, researchers, teachers and historians with a readily accessible platform for the exploration of the War in the Pacific during World War II.

The Foundation engages visitors through a variety of exhibitions and programs to accomplish the above mission. The Museum features four separate buildings of galleries and exhibits, and six outdoor exhibit areas. The Foundation also runs and operates three museum stores and variety of multi–functional spaces.

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#### **Institution Website Address**

<http://www.pacificwarmuseum.org>

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### **Summary of Responsibilities**

#### Responsibilities

Administer the Individual Membership Program and the Premier Business Partner Membership program,

Administer the Sons & Daughters of WW–II genealogical society,

Oversees and administers membership events,

Point–of–Contact for the national direct–mail contractor,

Creates and oversees the quarterly membership newsletter,

Supports the Development Director as required in fundraising activities,

Supports the Rental Manager as required in facilities rental,

Manages and maintains the membership database,

Provide monthly membership reports.

The applicant’s lifestyle must be flexible enough to work evenings and weekends, which is sometimes necessary.

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### **Required Qualifications**

Well–Qualified Candidates Should Possess:

Excellent communication skills, both written and oral; ability to engage people of a wide range of ages and experiences,  
High energy and passion for the Museum’s mission,

Strong organizational and time management skills with exceptional attention to detail,

Knowledge of Excel and Word and able to quickly learn new software,

Flexible and adaptable style,

Ability to work both independently without close oversight, but also a team player who will productively engage with others at varying levels of seniority within and outside the Foundation.

Additional Qualifications Desired:

Bachelor's degree in business, sales, non-profit management, or a related field,  
Experience in digital marketing,  
2-plus years of similar job experience.

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**Compensation**

This is a Full Time, salaried position in the range of \$33,000 to \$36,000 with health insurance, sick leave, paid vacation and holidays. A 401-B retirement savings account is offered.

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**Apply at this Website:**

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**Apply with this email:**

[kaderli@nimitzfoundation.org](mailto:kaderli@nimitzfoundation.org)

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**Special Instructions to Apply:**

Please submit resume with salary requirement to The Admiral Nimitz Foundation, 328 East Main Street, Fredericksburg, Texas 78624 Attn: Development Director, or email to [Kaderli@NimitzFoundation.org](mailto:Kaderli@NimitzFoundation.org)

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