

## **Director of Development**

### **Full Time**

#### **Reports to: Executive Director**

The purpose of this role is to establish and nurture meaningful donor relationships and connect our community members with the museum. The Director of Development is responsible for community engagement and advancing the children's museum through development. This is a leadership position. The Director of Development must be able to serve as a manager on duty, working about one weekend per month.

#### **Responsibilities**

- Secure financial support from individuals, corporations and foundations.
- Coordination of donor management, direct solicitation, grants and program sponsorships.
- Maintain donor database, pledge records and gift processing.
- Maintain accurate records for reporting.
- Oversee fundraising events, including corporate sponsorship and auction item solicitation.
- Assist with communications for the museum through social media, newsletters, branding and advertising. Help ensure our messaging remains consistent through donor communications, advertising and marketing.
- Responsible for the development of donor-focused material copy, including sponsorship proposals, fundraising appeals, annual reports.
- Prepare and distribute donor/friends communications and newsletters.
- Develop and execute a fundraising plan.
- Develop and implement creative ways to engage visitors in supporting Qubein Children's Museum's mission. Our mission: The Nido & Mariana Qubein Children's Museum provides a space of wonder, discovery and play for all children and families. We do this with a commitment to learning, inspiration and love of children as they explore our universe, earth and community.
- Identify potential grants.
- Pursue and oversee program sponsorship requests in coordination with the Education Director.
- Analyze data for scholarships and field trips. Document and present information and results of scholarships for families and school field trips.
- Create and execute a strategy for a strong, sustained base of annual individual donors.
- Work and coordinate with fundraising volunteers, (marketing and fundraising volunteer support) to build awareness and donors for the museum.
- Work with the Executive Director on all financial reporting.
- Lead the implementation of a planned giving and endowment strategy.
- Other duties as assigned.

Management reserves the right to modify, delete, and/or add additional expectations to meet the needs of the Qubein Children's Museum.

**Qualifications:**

BA required.

Three years of management, non-profit, or fundraising experience preferred.

Strong knowledge of development and fundraising practices and strategies

Experience in planning and executing special events.

Demonstrated excellence in organizational, managerial, and communication skills.

Strong interpersonal and networking skills.

Problem-solving skills, creativity, and a desire to contribute in a meaningful way to the mission of the museum.

Ability to work with fundraising data software and database management software.

Strategic thinker with a “can-do” attitude.

Experience working with and motivating volunteers and staff members.

Ability to develop and foster professional relationships with community partners.

To apply, please send your resume and cover letter to Megan Ward  
mward@QubeinChildrensMuseum.org