

Director of Development
Nido & Mariana Qubein Children's Museum
High Point, North Carolina

The mission of the Nido & Mariana Qubein Children's Museum is to provide 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.

In its first four years of operations, the museum has become an important part of family life in High Point and across North Carolina, welcoming more than 600,000 guests from all 100 counties. Families visit for vibrant exhibits, engaging STEM and art programming, field trips, camps, birthday parties and seasonal activities, all supported by a welcoming staff and a bright, thoughtfully cared-for space. The community has responded with repeat visits, strong reviews and local and state recognitions.

It is also a joyful place to work. Our team is deeply committed to the museum and to one another. We celebrate successes together and learn quickly from challenges as we continue to grow.

As a newer museum, we welcome new ideas and are excited for this role to help build the fundraising systems and practices that will support the museum for generations.

We believe this experience should be available to all families. Through our participation in Museums for All, families receiving federal food assistance can visit the museum at deeply discounted rates so every child has the opportunity to explore, imagine and learn here.

The Nido & Mariana Qubein Children's Museum seeks a highly organized and relationship-focused Director of Development to steward existing donors, secure new philanthropic support and maintain strong fundraising systems. This role requires excellent organizational skills, attention to detail and experience managing donor databases.

The position prioritizes donor relationships and strategic fundraising, with fundraising events playing a supporting role. The Director of Development will take a hands-on approach including donor outreach, proposal writing, database management and accurate record keeping.

Working closely with the Executive Director, this role will help grow philanthropic support and deepen relationships with donors and community partners as the museum continues to expand its network of supporters.

The Director of Development will play a central role in shaping the museum's fundraising strategy and expanding the community of donors who support its mission.

This role offers meaningful interaction with donors and community supporters, connecting their generosity to the experiences children and families have at the museum every day.

The museum values a collaborative team culture. As a small, mission-driven organization, staff work closely together to support shared goals and occasionally assist with museum-wide initiatives.

This is a full-time salaried position (40 hours per week) reporting to the Executive Director.

Key Responsibilities

Donor Stewardship and Relationship Management

Maintain and strengthen relationships with existing donors through regular communication, stewardship and recognition.

Cultivate new relationships with individuals, corporations and foundations to expand the museum's base of support. Develop and implement strategies to retain donors and grow annual giving.

Donor Database and Record Management

Maintain the museum's internal donor and membership database.

Ensure accurate and organized records for gifts, pledges, sponsorships and donor communications.

Manage gift processing and track donor engagement and fundraising progress.

Prepare accurate data and reports for development planning and financial reporting.

Fundraising and Development Strategy

Develop and execute a comprehensive fundraising plan.

Secure financial support through individual giving, corporate partnerships, sponsorships and foundation grants.

Assist with the implementation of planned giving and endowment strategies.

Communications and Donor Materials

Assist with donor communications through newsletters, social media and marketing.

Develop donor-focused materials including sponsorship proposals, fundraising appeals and annual report content.

Ensure consistent messaging across development and marketing communications.

Reporting and Impact Measurement

Track and analyze data related to scholarships and school field trips.

Document and present information demonstrating the museum's community impact.

Work closely with the Executive Director on financial and development reporting.

Grants and Sponsorships

Identify and pursue grant opportunities.

Develop sponsorship proposals and manage corporate sponsorship relationships.

Coordinate program sponsorships with the Education Director.

Community Engagement

Assist with fundraising events as part of the museum's broader development strategy.

Work with volunteers and community supporters to build awareness and expand the museum's donor base.

Develop opportunities to engage visitors in supporting the museum's mission.

Qualifications

Bachelor's degree required

Minimum 3 years of nonprofit development, fundraising or management experience preferred

Strong organizational and project management skills

Demonstrated experience managing donor databases and fundraising data systems

Excellent attention to detail and accuracy in record keeping and reporting

Strong relationship-building and networking skills

Strategic thinker with creativity, initiative and a positive "can-do" attitude

Experience working with volunteers and collaborating with staff and community partners

Experience executing fundraising events

A passion for the museum's mission and the impact it has on children and families

Benefits

Full-time employees receive healthcare, paid time off and a 401(k).

A thorough background check will be conducted prior to employment.

How to Apply

Please submit a resume and cover letter to Megan Ward at mward@QubeinChildrensMuseum.org.