

## **Director of Development**

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 full-time salaried position, working 40 hours a week. For the right candidate, a part-time position may be considered.

### **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 and pursue 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 financial reporting.
- Assist the implementation of a planned giving and endowment strategy.
- Other duties as assigned.

### **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.

This job description is not intended to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties and responsibilities may change at any time.

**Benefits** for full-time salaried employees will include healthcare stipend, paid time off, 401k.

Before hiring, a thorough background check will be completed.

To apply, please send your resume and cover letter to Megan Ward  
**[mward@QubeinChildrensMuseum.org](mailto:mward@QubeinChildrensMuseum.org)**