



KOCH FAMILY
children's
museum
OF EVANSVILLE

Director of Development Job Posting August 28, 2020

Thank you for considering employment with the Koch Family Children's Museum of Evansville (cMoe). We are dedicated to providing educational interactive exhibits, activities and programs for all children ages 0-12 – bringing families together in a creative environment that sparks curiosity and inspires learning through play.

The Museum is focused on building its capacity to thoughtfully steward its supporters as well as engage new individuals, families and businesses in its cause. To that end, cMoe seeks an experienced development professional who brings strong technical and relational skills to this role to meet immediate and ongoing fundraising needs and who also desires to invest his/her talents to grow with the organization by building its capacity and positioning it for future growth and sustainability. The ideal candidate will be capable of and excited about strategizing around the development function and determining the optimal focus areas for fundraising growth and seeking a leadership opportunity to build the development function in all areas—from annual fund and corporate sponsorship to special events and planned giving.

Send a resume and cover letter to sterry@cmoekids.org. No phone calls, please.

Title:	Development Director
Employee Classification:	Exempt/Full-Time
Work Schedule:	40 hours/week, flexible hours with ability to work some from home
Compensation:	\$35,000-40,000 plus health benefit card and paid vacation

Job Summary:

Under the direction of the Executive Director, the Director of Development is responsible for developing and implementing the overall fundraising strategy for the Museum, raising a minimum of \$200K annually to support our mission. Primary duties include individual donor solicitation/cultivation, grant writing, corporate/business solicitation, and database management.

MAJOR JOB RESPONSIBILITIES:

1. **Oversee annual development plan and donor cultivation strategy**
 - a. Develop and manage the organization's fundraising plan
 - b. Manage development department budget
 - c. Maintain Altru database for accurate accounting of all fundraising revenue and produce reports for funders and executive director, as needed
2. **Grant Writing**
 - a. Prepare grant proposals and reports for foundation, corporate and government funders
 - b. Work with program staff to identify funding related projects
 - c. Research new funding prospects
3. **Special Events Management**
 - a. Strategizes and supervises the planning and execution of fundraising events to raise both visibility and support for the Museum.
4. **Donor Communications**
 - a. Organize solicitation drives and annual giving campaign for pledges of ongoing support from individual and corporations

- b. Develop and manage individual donor base; cultivate major gifts
 - c. Manage gift acknowledgement process to ensure donors are thanked in a timely manner
 - d. Ensure stewardship of past, current, and prospective donors through personal visits, articulate correspondence, timely gift acknowledgements, and strategic administration of naming opportunities
 - e. Oversee preparation of high-quality collateral materials, proposals and reports in concert with ED, and Marketing Manager
 - f.
- 5. Participate in Interdepartmental Collaboration and Training**
- a. Attend team meetings as required
 - b. Attend Board Meetings and relevant committee meetings, as needed
 - c. Keep up to date on significant developments and trends in the field of development and fundraising through formal training and self-study
 - d. Assist in additional tasks as assigned by Executive Director

JOB QUALIFICATIONS

- Bachelor's Degree
- 3-5 years of development experience with a nonprofit; resourceful in different types of funding opportunities; experience with foundations and senior corporate executives.
- Strong grant writing, project management and communication skills are essential.
- Proven leadership and management capabilities, ranging from creating and executing plans and achieving goals, to a commitment to excellence in all development activities
- Must have demonstrated ability to write clearly and persuasively; have strong partnership-building skills and outstanding people skills.
- Positive, "can-do" attitude, flexible, team-oriented, attends to detail and shows initiative
- Successful track record in securing sponsorship's, gifts and grants in the \$20,000+ range

The Koch Family Children's Museum is an Equal Opportunity Employer, non-profit 501(c)(3) organization.