



KOCH FAMILY
children's
museum
OF EVANSVILLE

DIRECTOR OF DEVELOPMENT

Position
Announcement

Full-time/Exempt
Salary will be
competitive and
commensurate with
experience and skills.

The Koch Family Children's Museum of Evansville (cMoe) seeks a 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 capacity, positioning it for future growth and sustainability.

We believe in PLAY, CHILDREN, FAMILY, EXCELLENCE, INCLUSIVENESS, and STEWARDSHIP!

Since its founding in 2006, the Children's Museum has been the only museum in Evansville that is entirely devoted to children ages 0-12. With interactive exhibits and a wide array of early literacy, science, math and art activities, the Museum's purpose is to enrich children's lives and to positively impact the Evansville community through inspired play. Learn more at www.cmoekids.org.

Position Summary:

The Director of Development is responsible for overseeing museum fundraising efforts, working closely with the Executive Director on fundraising goals. Responsible for managing major gifts, corporate sponsor/donor accounts, fundraising events, annual giving, and tracking/acknowledging gifts. The Director of Development will also play a key role in the capital campaign planning and execution with mutually agreed upon strategies.

How you contribute to the growth of the Museum:

- Develop and implement a comprehensive fundraising strategy with measureable goals, project schedules, and budgets
- Identify and secure sponsorships for exhibits and programs, steward relationships with existing corporate partners. Seek creative ways to expand corporate and small business engagement.
- Coordinate and manage volunteer committees to execute annual fundraising events including securing sponsorships, event coordination, ticket sales, etc.
- Oversee donor database (Altru) including leading efforts to merge duplicate records, scrub list, and data entry.
- Ensuring ongoing gift acknowledgement and donor stewardship.
- Schedule, track, research and writing grant proposals.
- Play a key role in the execution of the museum's capital campaign
- Work with ED to organize cultivation events and maintaining donor stewardship/communication schedules
- Oversee preparation of high-quality collateral materials, proposals and reports in concert with ED and Marketing Manager
- Positively represent cMoe in the community and seek opportunities to advocate for cMoe's mission.
- Understand and communicate cMoe's programmatic impact in a compelling message through letters, newsletters and other materials to effectively engage donors
- Prepare monthly progress reports
- Increase their working knowledge of significant developments and trends in the field of development and fundraising through formal training and self-study

Ideal Candidate Qualifications

- Stellar relational skills including professionalism, flexibility, diplomacy, affability, commitment to excellence and follow-through.

- Demonstrated commitment to the community through career and/or community service.
- B.A. /B.S. preferred with an emphasis or concentration in nonprofit management, business or communications. Minimum 4 years' experience in fundraising with progressive growth and responsibilities or equivalent sales-related field; able to show demonstrable success in these roles.
- An energetic self-starter who enjoys both creating and executing a plan showing initiative, good judgement, and strong problem-solving skills.
- Excellent oral and written communication skills, able to influence others to understand the support the mission. Solid grant writing skills preferred.
- High attention to detail and understanding of best practices in donor cultivation.
- Demonstrated ability to adhere to strict standards of confidentiality, discretion and ethics.
- Ability to work independently to prioritize work responsibilities.
- Proficient in Microsoft products. Knowledge of Altru or other Blackbaud donor databases preferred.
- Willingness to work some evenings and weekends related to museum cultivation efforts and fundraising events.

Application Instructions for the Position of Director of Development

Please review the position description and send the following items to sterry@cmoekids.org no later than July 15, 2022:

- Cover letter and resume
- List of 3-4 references. Please provide the affiliation, day and evening phone numbers, mailing address, and email address for your references. (*Do not send letters of reference – we will contact references directly.*)
- Please be sure to write “Director of Development” in the subject line of your email.

Review of applications will begin upon receipt and will continue until position is filled. After we have reviewed your application materials, we will be in contact with you. Finalists for this position will be subject to a pre-employment background check as a condition of employment. We anticipate a target starting date of August 30, 2022 or sooner.

Thank you for your interest in the Koch Family Children’s Museum of Evansville.

cMoe values a diverse workforce and inclusive culture. cMoe is an equal opportunity employer and does not discriminate against any employee or applicant for employment based on race, color, religion, national origin, age, gender, sex, ancestry, citizenship status, mental or physical disability, genetic information, sexual orientation, veteran status, or military status.

From our team members—

Working at cMoe provides me a space for growth, opportunity, and most important, creativity!

Working at cMoe has been one of the most unique, challenging, and FUN jobs I’ve ever had!

I love working at cMoe because I can act like a kid and no one thinks it’s strange!