



## DIRECTOR OF DEVELOPMENT

**Position Announcement**

**Full-time/Exempt  
Salary Range:  
\$35,000-\$40,000,  
commensurate with  
experience**

**Posting date:  
August 11, 2021**

The pandemic has been a challenge, but the Koch Family Children's Museum of Evansville (cMoe) is taking steps to rebuild upon our past successes and refocus our work to ensure we meet community needs. We seek a **resilient** and **motivated** development **professional** with a strategic mind, a passion for results and the experience to successfully lead and execute a fundraising plan that will help the Museum recover, rebuild, and sustain.

### **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](http://www.cmoekids.org).

#### **Position Summary:**

The Director of Development provides leadership and management to advance the fundraising efforts of the Museum. By building on the Museum's past and current successes, they will lead the development program, prioritize our development practices, leverage existing partnerships, and cultivate new relationships to achieve our contribution and strategic goals. The Development Director works closely with the Board of Directors, Executive Director, and Marketing & Communications Manager.

#### **How you contribute to the growth of the Museum:**

- Develop and implement a comprehensive fundraising strategy with measurable goals, project schedules, and budgets
- Organize and implement fundraising events
- Schedule, tracking, researching and writing grant proposals
- Play a role in the execution of the museum's capital campaign
- Organizing cultivation events and maintaining donor stewardship/communication schedules
- Identifying, cultivating and soliciting new prospects for operating, programmatic, exhibitions and capital support
- Build and maintain relationships with donors
- Conducts donor profiles and prospect research as needed
- Develop and implement all aspects of direct donor mailings, appeal letters and annual fund needs
- Maintain and enhance systems, reporting, accountability, and evaluation of the development process including Altru
- Oversee preparation of high-quality collateral materials, proposals and reports in concert with ED and Marketing Manager
- Understand and communicate cMoe's programmatic impact in a compelling message through letters, newsletters and other materials to effectively engage donors
- Attend Board Meetings and relevant committee meetings
- 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
- Other duties as assigned by Executive Director

### **Ideal Candidate Qualifications**

- A passion for children is a must!
- Knowledge of Evansville and surrounding areas a plus!
- B.A./B.S. preferred with an emphasis or concentration in nonprofit management, business or communications.
- Minimum 2 years' experience in fundraising.
- Strong verbal and written communication skills.
- High attention to detail and understanding of best practices in donor cultivation.
- Experience and understanding the importance of professional networking.
- Ability to work independently to prioritize work responsibilities.
- Knowledge of Altru or other Blackbaud donor databases preferred.
- Willingness to work some evenings and weekends related to museum cultivation efforts and fundraising events.

**\*A writing sample will be required at the time of interview**

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### **Application Instructions for the Position of Director of Development**

Please review the position description and send the following items to [sterry@cmoekids.org](mailto:sterry@cmoekids.org) no later than August 31, 2021:

- 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 October 4, 2021.

Thank you for your interest in the Koch Family Children's Museum of Evansville. We look forward to receiving your application.

*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 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!