

## **Development Director**

### **Explore More Discovery Museum**

#### **Position Description:**

The primary role of this position is to support the mission of Explore More through annual fundraising efforts. The Development Director will oversee all fund development programs, with the particular goal of increasing the base of support from private and corporate donors, special events, and annual giving. In addition, the Development Director will assist the Executive Director in the creation and execution of long-term fundraising strategies including capital campaigns, endowment campaigns, and a planned giving program in accordance with the Museum's mission. This is a full-time, exempt position. Flexible work schedule or part-time option may be possible for qualified candidates.

**REPORTS TO:** Executive Director

#### **Responsibilities:**

- Develop strategies and coordinate all annual fundraising activities to achieve museum goals, including but not limited to direct response efforts, special events, corporate partnerships/sponsorships and leadership annual giving
- Support Executive Director and Board in major donor and prospect contacts; ensure alignment and coordination between annual fundraising efforts and capital campaign
- Actively seek and secure new corporate/foundation/individual funding sources and maintain relationships with current/past donors (i.e. personal visits, articulate correspondence, and timely gift acknowledgements)
- Develop and manage the annual fundraising plan and budget.
- Deepen and broaden the stakeholders involved with the Museum through intentional cultivation and stewardship efforts
- Manage software systems related to fundraising and oversee staff responsible for data entry and gift processing
- Develop and track proposals and reports for all foundation and corporate fundraising.
- Provide progress reports to the Executive Director
- Maintain close working relationships with the Explore More Board, Staff, and Capital Campaign Team in pursuit of private and public sector funding for the museum
- Serve as staff liaison, providing direction and oversight to the Development Committee of the board
- Manage additional volunteer committees as needed to support annual fundraising efforts, i.e. special events committees
- Collaborate with staff to coordinate marketing, volunteer management, and community outreach efforts that impact development initiatives

#### **Experience and Skills:**

- Bachelor's Degree, plus demonstrated success in non-profit fundraising
- Experience building relationships with donors and prospective supporters

- Excellent written, oral, and interpersonal communication skills
- Outstanding leadership, supervisory, planning, and organization skills
- Familiarity with non-profit budgeting processes
- Strong attention to detail and ability to meet deadlines
- Team building skills with a collaborative management style
- Complete confidentiality and adherence to the code of ethics as applied through the Association of Fundraising Professionals is a must
- Must be creative, flexible, motivated, and committed to the Museum's mission to engage young minds through interactive, multi-sensory learning experiences that promote a greater understanding of themselves and their world

To Apply, please email cover letter and resume to Lisa Shull, Executive Director at [lisa@iexploremore.com](mailto:lisa@iexploremore.com).