

Children's Museum of Memphis

Development Associate

Overview

The Children's Museum of Memphis (CMOM) is seeking an experienced development professional looking for an entrepreneurial and empowered opportunity to help build the development function and capacity of a beloved civic institution dedicated to offering rich learning opportunities for children through play.

CMOM, accredited by the American Alliance of Museums, is 30 years old and has steadily built its hands-on exhibit and programmatic offerings over many years and engages over 250,000 visitors annually, including over 6,000 membership households. During this time, it has benefited from the generosity of hundreds of individuals, families, corporations and foundations who have supported its growth and mission through their donations of time and money. Under the leadership of the Executive Director, the development team is focused on building its capacity to steward thoughtfully its long-time supporters as well as engage new individuals, families and organizations in its cause.

Development Associate Position

The Development Associate will work closely with the museum's Development Manager and Executive Director to strategically plan and execute fundraising strategies to advance CMOM's mission. Through a variety of fundraising campaigns, the Development Associate will be responsible for securing funding and growing our pipeline of donors, of all types and giving levels, to help meet and exceed fundraising goals. In addition, the Associate will be responsible for fostering relationships and corresponding with current and potential donors. The Associate will also manage cultivation and stewardship efforts, tracking/acknowledgment of gifts and the museum's donor database. Excellent oral and written communication skills are essential. Must be able to juggle multiple projects and meet strict deadlines.

Essential Duties & Responsibilities

- Work with Development Team to plan and execute fundraising goals to fulfill CMOM's mission and priorities
- Build and maintain an ongoing pipeline of donors (individual, corporate and foundation)
- Drive new business development by soliciting individual, corporate, foundation and government support through donations, sponsorships and grants, ranging from \$1,000 to \$100,000 and above to meet fundraising goals
- Work with Development Manager and cross-departmentally to match prospective funders with museum priorities (i.e., exhibits, educational program, outreach efforts)
- Plan and implement fundraising events, overseeing volunteer committees and growing fundraising efforts (includes sponsorships, individual gifts, event coordination, online auction, ticket sales, etc.)
- Oversee and develop annual fund program, including spring and year-end appeals; recommend and coordinate other fundraising mailings as needed

- In conjunction with the Development Manager, design stewardship and cultivation strategies to build trusted long-term relationships with donors and prospects, ensuring their engagement with the mission and outcome of the organization
- In conjunction with the Development Manager and Executive Director, plan and execute events and individual opportunities for donor recognition, stewardship and cultivation
- Maintains positive relationships when cultivating and working with current and potential donors.
- Serve as primary manager for a portfolio of past and current donors
- Take ownership of donor database, ensuring ongoing thank you and gift acknowledgement process in addition to building donor database as a relevant tool for analyses and donor stewardship
- Positively represent CMOM in the community and seek opportunity to advocate for CMOM's mission among a diverse group of community partners.

Qualifications/Requirements

- Bachelor's degree required
- Minimum 3 years of experience working in fundraising with progressive growth and responsibilities or equivalent sales-related field; able to show demonstrable success in these roles
- Stellar relational skills including professionalism, flexibility, diplomacy, affability, commitment to excellence and follow-through; is a person with whom others want to engage and who handles relationships well and responds in a timely and gracious manner
- Highly organized, able to multi-task, and able to work in a fast-paced, results-oriented environment
- Demonstrated flexibility in meeting shifting demands and priorities
- A high degree of creativity, energy and initiative
- An energetic self-starter who enjoys both creating and executing a plan showing initiative, good judgement and strong problem-solving skills
- Solid critical thinking and analytical skills and the ability to bring experience and skills to bear to make wise decisions
- Outstanding oral and written communication skills, including the ability to write neat, structured, persuasive proposals, letters, contracts, and reports
- Natural relationship builder, able to influence others to understand and support the mission
- Specific grant writing experience is a plus
- Proficient in current office software such as Microsoft Office, Word, Excel, and PowerPoint as well as the use of databases (Versai experience not necessary, but a plus)

Job Classification: Salaried full-time, exempt

This is a salaried, full-time position eligible for company benefits including health insurance, paid vacation, and participation in a retirement plan. Salary will be competitive and commensurate with experience and skills.

Physical Demands & Work Environment Reports to: Development Manager

Employee may be required to lift and/or move up to 25 pounds. Employee duties may require kneeling, crouching and standing for extended periods of time. Position requires occasional work in the evening and on weekends interacting with donors at events, tours of the Museum, and/or meetings. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Interested applicants should send resume, cover letter, 3 professional references and a list of successful grants including award amounts to: jobs@cmom.com

Disclaimer: The job description in no way states or implies these are the only duties to be performed by the Grant Writer. CMOM reserves the right to update, revise, or change this job description and related duties at any time.

THE CHILDREN'S MUSEUM OF MEMPHIS IS AN EQUAL OPPORTUNITY EMPLOYMENT EMPLOYER.