

Children's Museum of Memphis

Director of Development

Overview

If you're an experienced development professional looking for an entrepreneurial and empowered opportunity to build the development function and capacity of a beloved civic institution dedicated to offering rich learning opportunities for children through play, then the Children's Museum of Memphis (CMOM) would like you to consider this unique opportunity.

CMOM, accredited by the American Alliance of Museums, is almost 30 years old and has steadily built its hands-on exhibit and programmatic offerings over many years and engages over 350,000 visitors annually, including over 7,500 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 excellence through their donations of time and money. In the past year, it has completed a significant campus expansion which includes the addition of the beautifully restored historic Memphis Grand Carousel and has also brought on a new Executive Director to lead the Museum in the coming years. Under this leadership, CMOM is focused on building its capacity to steward thoughtfully its long-time supporters as well as engage new individuals, families, and businesses in its cause.

To that end, CMOM 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 its capacity, 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 is seeking a leadership opportunity to build the development function in all areas—from annual fund and corporate sponsorship to special events and planned giving. This individual will also be integrally involved with the upcoming capital campaign and will spearhead the development of connected government relations to help support the museum as it expands.

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.

Position Description

Responsible for overseeing several museum fundraising efforts, working closely with the museum's Executive Director and CFO on fundraising goals. Responsible for managing major gifts, corporate sponsor/donor accounts, fundraising events, annual giving, tracking/acknowledging gifts, and local government relations. The Director of Development will also lead capital campaign planning and execution with mutually agreed upon strategies.

- *Fundraising strategy:* Research and make recommendations on focus areas and opportunities for growth in all development areas, including new areas of revenue growth such as additional fundraising events (e.g. Family Fun Run, Junior Cirque for Children, etc).
- *Corporate Sponsorships:* Identify and secure sponsorships for exhibits and programs, steward relationships with existing corporate partners. Seek creative ways to expand corporate and small business engagement.
- *Annual Fund:* Oversee and develop Annual Fund program, including spring and year-end appeals. Recommend and coordinate other fundraising mailings as needed or required.
- *Fundraising events:* Coordinate and manage volunteer committees to execute our major annual fundraisers, Cirque du CMOM as well as an annual Golf Tournament (includes sponsorships, event coordination, online auction, ticket sales, etc).
- *Donor Data Management:* 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. This may include leading an effort to merge duplicate records, scrub lists, inputting information.
- *Ongoing Donor Stewardship:* Works with CFO and Executive Director to plan events and individual opportunities for donor recognition, stewardship and cultivation. Maintains positive relationships when cultivating and working with current and potential donors.
- Manage to revenue goals as well as effectively manage departmental budget.
- Positively represent CMOM in the community and seek opportunity to advocate for CMOM's mission among a diverse group of community partners.
- Help research and write annual grants that maintain current sponsorships of exhibits and programs; in addition, help pursue at least four new grant opportunities each year (one per quarter).
- Position requires occasional work in the evening and on weekends interacting with donors at events, tours of the Museum, and/or meetings.

Qualifications

- Bachelor's degree required. Minimum 7 years of experience working in fundraising with progressive growth and responsibilities or equivalent sales-related field; able to show demonstrable success in these roles.
- Demonstrated commitment to the community through career and/or community service.
- Current member of the Association of Fundraising Professionals preferred; CFRE certification (or working towards it) a strong plus.
- 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.
- 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.
- Excellent oral and written communications skills, able to influence others to understand and support the mission. Solid grant writing skills preferred.
- Demonstrated ability to adhere to strict standards of confidentiality, discretion and ethics.

- 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).

Interested applicants should submit their resumes to jobs@cmom.com.

Job Classification: Salaried full-time, exempt
Reports to: Executive Director

Intellectual/Social, Physical Demands and Work Environment:

The intellectual/social, physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Intellectual/Social demands:

While performing the essential functions of this job, the employee is asked to multi-task under time limits. Position requires close attention to precise details and accuracy of specified standards including: following simple to complex (more than 3 steps) instructions, and concentration which frequently extends beyond 30 minutes at a time. This position also requires constant use of interpersonal skills including: ability to direct/motivate/inform staff and foster collaboration, being able to recognize and resolve conflicts, being able to openly communicate in writing and verbally.

Physical demands:

While performing the essential functions of this job, the employee will frequently operate a computer, other office devices such as calculators, telephones, copy machines, and printers; occasionally move about inside the facility to access storage areas, cabinets, and office machinery; occasionally move about the campus to engage with clients and staff; constantly communicates via telephone, email and in-person with others to exchange accurate information.

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.

Work environment:

The duties of this position are performed indoors. The noise level in the work environments is usually quiet to moderate.

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