



Director of Development

Overview

The Children's Museum of Memphis (CMOM) seeks an experienced development professional who brings strong technical and relational skills to meet immediate and ongoing fundraising needs. The ideal candidate will invest their talents to building the museum's fundraising capacity, positioning it for future sustainability. The ideal candidate will be capable of expanding upon foundational development functions and building additional functions to meet annual and capital needs – now and in the future.

As a leader on the management team, the Director of Development will work closely with the CEO to strategize the fundraising and relational needs of the museum, as well as the Chief Financial Officer around the fiscal needs of the museum. Work with the museum's consultants and board of trustees will also be key part of the role.

This is a salaried, full-time position eligible for company benefits including health insurance, paid vacation, and participation in a retirement plan. Starting salary will be commensurate with experience, with a range of \$80,000-95,000.

Duties & Responsibilities

- Develop and execute comprehensive fundraising strategy plan, with measurable goals for donor activation and engagement, and to meet agreed upon revenue goals. Manage both revenue goals and department budget as part of this plan.
- Builds and manages prospect lists for exhibit sponsorship, major individual giving, and fundraising events, balancing existing donors with qualified prospective donors.
- Oversee grant proposal development, with a focus on strong persuasive narrative writing ability, for corporate, foundation, and federal opportunities.
- Maintain relationships with existing corporate partners and secure new partnerships. Oversee development of corporate partnership materials, benefit fulfillment, and employee engagement while maintaining ethical considerations for museums.

- Oversee all aspects of the museum's annual fundraiser, Cirque du CMOM, particularly volunteer, sponsorship, and vendor management. Ensure benefit fulfillment and identify opportunities for over-delivery.
- Identify and facilitate opportunities for additional donor engagement with the museum, including but not limited to donor stewardship events, recognition opportunities, and museum tours. Maintain and expand upon current donor communications and engagement efforts, leveraging the CEO, CFO, and Board of Trustees and necessary.
- Develop robust Annual Fund program, to include single and multi-channel appeals throughout the year. Work collaboratively with the team to develop all elements of appeals.
- Utilize and maintain the database, Blackbaud Altru, ensuring timely gift acknowledgement and entry of development activities. Leverage system functionalities to identify prospective donors and develop organizational history within the system.
- Positively represent CMOM in the community and seek opportunities to advocate for CMOM's mission among a diverse group of community partners.
- Position requires occasional work outside of standard work hours for museum events, community events, donor meetings, etc.
- Position oversees Development Manager (existing), interns, and volunteers.

Qualifications

- Bachelor's degree required. Master's degree in nonprofit management, philanthropy, organizational leadership, or related field preferred.
- Minimum 7 years of experience working in fundraising with progressive growth and responsibilities and demonstrable success. CFRE certification (or working towards it) a strong plus.
- Current member of the Association of Fundraising Professionals preferred, with extensive current knowledge of fundraising strategies, principles, and ethics.
- Understanding of or willingness to learn museum management, finances, and ethics.
- Stellar relational skills demonstrating professionalism, flexibility, diplomacy, affability, commitment to excellence and follow-through.
- 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.

- Demonstrated ability to adhere to strict standards of confidentiality, discretion and ethics.
- Proficient in office software such as Microsoft Office, Word, Excel, and
- PowerPoint as well as the use of databases (Blackbaud).
- Supervisory experience preferred.

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 accommodation 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.**