



## **Greensboro Children's Museum Development Director**

### **Position Description**

This position is responsible for spearheading development efforts in the Greensboro and North Carolina area for the Museum

**Reports to:** CEO

**Position Status:** Full time, Exempt

### **Roles and Responsibilities**

#### *Development*

- Develop and execute the annual fundraising plan in support of the board approved GCM Strategic Plan.
- Work with Development Committee to develop and execute the Museum annual fundraising plan.
- Secure financial support from individuals, foundations and corporations.
- Create and execute a strategy for a sustained base of annual individual donors including face-to-face, direct mail, and social media appeals.
- Coordinate with Museum Board to leverage personal and business relationships to increase financial and in-kind gifts, along with the Museum presence within the Greensboro philanthropic community.
- Create an effective method of gift recognition including exhibiting appreciation to donors and supporters to facilitate continued support and investment.
- Plan and carry out special events as part of the annual fund development plan. Recruit and manage volunteer committees to assist with these events.
- Manage the grants program. Work with GCM staff to ensure that grants are developed according to annual needs and plans. Research new grant opportunities and ensure that grants are submitted on time.
- Work with the Marketing Director to develop written materials needed for solicitation.

#### *Financial*

- Develop tracking system and reporting process for all foundation and corporate fundraising. Coordinate with CFO to ensure GCM complies with all grant reporting requirements
- Coordinate plans with Development Assistant, Finance and Visitor's Services to achieve an effective and efficient development support function (data entry, gift processing and thanks/acknowledgement process). Ensure that donor and prospect records are maintained and that the integrity of these records is maintained.
- Establish budget goals for this area in consultation with CEO and CFO.



#### *Communication and Connectedness*

- Responsible for staying up-to-date on the latest news, closings, special hours, events, programs, meeting and general happenings at the Museum.
- Work with the CEO to support her as the external face and voice for the organization in fundraising, planning, and board relations (community outreach).

#### **Qualifications**

- Must be a self-motivated, team oriented, creative, outgoing, highly-skilled and organized individual
- Should possess a strong sense of humor; flexibility and capability to adapt to changing priorities and schedules
- Demonstrate the ability to successfully manage multi-functional areas.
- Must have strong oral and written and communication skills and experience writing successful grant applications
- Ability to work independently, make decisions and provide recommendations to Museum leadership in areas of fundraising, grant writing, prospect cultivation and special events
- Bachelor's Degree in marketing, business, nonprofit or related field
- 3 – 5 years' experience in the fund development field
- Ability to provide 3 professional references
- Successful completion of a Criminal Background Check is required

#### **Physical Requirements and Working Conditions**

- Ability to work in a public facility
- Ability to stand, stoop, reach and bend; mobility of arms to reach, dexterity of hands to grasp and manipulate large and small objects
- Ability to read small print
- Must be open to working occasional nights and weekends.

#### **Compensation**

A compensation package will be discussed with the final candidate at the end of the interview process.

To apply, email a letter of interest and resume by August 10th to Marian King at [mking@gcmuseum.com](mailto:mking@gcmuseum.com)