

Position Description

Position Title: Director of Development
Reports To: President & CEO
Department: Development
Date Updated: 4/2/11



Job Summary:

The Director of Development provides leadership and management to advance the fundraising efforts of the Museum. We seek an individual with a strategic mind, a passion for results and the experience to successfully lead planning and execution of a strong fundraising plan for this exciting organization. This key position is one of 5 department directors reporting to the CEO, each of whom uses their extensive experience to provide strategic and practical leadership to the Museum.

The Museum's positive environment mirrors the numerous awards and accolades garnered, as well as the joyful spirit of our daily visitors of all ages. Our vision for the right Director of Development includes someone who will advance that spirit and personal connection into successful fundraising of more than \$1million. By building on the Museum's past and current success, with the commitment of an active fundraising board and a dedicated and skilled staff, s/he will lead the department, prioritize our development practices, leverage existing partnerships, and cultivate new relationships to achieve our contribution and strategic goals.

Supervision:

Oversees the Annual Giving Manager, Institutional Giving Officer and Development Operations Manager. Other staff actively supports development efforts including Membership, Events Manager, Interns, and administrative assistance.

Principal Responsibilities:

- Lead the advancement of a strong, diversified fundraising program through annual and long-term strategies and implementation
- Hold primary responsibility for interactions with major donors and support CEO and board in all major donor and prospect contacts
- Ensure stewardship of past, current and prospective donors through personal visits, articulate correspondence, timely gift acknowledgements, and strategic administration of naming opportunities
- Lead the execution of a strong, coordinated team effort by other staff members, Board members, and other volunteers
- Provide progress reports to the CEO and board
- Direct current systems and develop additional giving tools to achieve contributed income goals, including the Leadership Giving Circle and Kids at Heart Dinner.
- Model and develop the capacity of board and staff members to participate in development through connecting with prospects and articulating the need and giving opportunities
- Maintain and enhance systems, reporting, accountability, and evaluation of the development process including Blackbaud, Word and Excel
- Oversee preparation of high-quality collateral materials, proposals, and reports
- Understand and communicate CMoP's programmatic impact in a compelling message to effectively engage potential donors

Qualifications:

- Proven leadership and management capabilities, ranging from creating and executing plans and achieving goals, to a commitment to excellence in all development activities

- Substantial experience implementing fundraising plans and cultivating relationships for all funding streams with a proven track record of achieving contributed income targets of \$1M+ annually
- Positive, “can-do” attitude, flexible, team-oriented, attends to detail and shows initiative
- Bachelor’s degree is required, with seven years+ experience in fundraising
- Excellent oral, written, analytical and problem-solving skills.

HOW TO APPLY

Email resume with 3 references to jobs@childmusephx.org using the job title as your subject. Attachments must use your first initial and last name (e.g. **JDOE RESUME & COVER LETTER**). The Children's Museum of Phoenix is an EOE employer.

Or mail to

Children's Museum of Phoenix
Re: Director of Development Position
215 N 7th Street
Phoenix, AZ 85034

About The Children's Museum of Phoenix

The Children's Museum of Phoenix opened in 2008 after the renovation of the majestic landmark 1913 Monroe School in downtown Phoenix. Thousands of community members and city leaders came together to provide \$22 million to secure the 75,000sf property, and to create a world-class hands-on museum for young children. After only three years, the Museum is the recipient of over two dozen local, regional and national awards since opening, including being among the top 10 children’s museums in the nation.

Phoenix is the sixth largest city in the US. To date, 1,000,000+ people have visited - an average of 1,000 people a day, and over 5,000 member families. The Museum’s mission is simple: To engage the minds, muscles and imaginations of children and the grown-ups who care about them, while promoting cooperative interaction, fostering cultural understanding, and enhancing parenting skills. The Museum emphasizes early childhood education and school-readiness for children from birth to 10, with emphasis on birth through 5. The Children’s Museum of Phoenix is a place where children play to learn, and grown-ups learn to play.

At the Museum, kids learn about themselves and the world around them in a dynamic setting of 3 floors of hands-on, interactive, multi-sensory opportunities to play hard. Experiences include exhibits, the art studio, classrooms, and an iconic award-winning 3 story climbing sculpture. Exhibits include Noodle Forest, Pedal Power, Pit-Stop, Texture Café, Market, Place for Under-Threes, Book Loft, Desert Den, Grand Ball-room, Building-Big and others. More than 500 educational programs are presented each year – many through collaborative partnerships with other agencies in the community. Programs are focused on distinct areas – Health and Wellness, Early Education, Arts and Culture, the Environment, and Inclusion.

The Children's Museum of Phoenix annual operating budget is ~\$3million: 70% is provided through earned income while the remaining 30% must be garnered through contributions. A long term partnership with the City of Phoenix provides the building, property, and additional resources for programs and facility needs. The Museum is governed by a board of directors of 25 community leaders with diverse backgrounds and skills, and a shared passion for the success of the Museum. Deborah J. Gilpin has been the President & CEO since 2004, leading a team of 70 paid staff and hundreds of volunteers.

The Children's Museum of Phoenix is truly the result of a community effort to support the potential for all children to succeed.