

Providence Children's Museum

Position: Development Director
Status: Full Time
Reports to: Executive Director
Supervises: Events Manager, Development Associate, grant writer consultant and related volunteers and interns

Responsibilities:

Primarily responsible for generating contributed funds for the Museum; seeks to increase contributions to and awareness of the Museum; advises and supports volunteers (including Board of Directors, Board of Overseers, Annual Campaign, Event Committees); fund raising activities; manages major and planned gift cultivation, solicitation and donor relations; oversees annual campaign, special events and donor relations.

1. Develops and supervises all fundraising efforts – annual appeal, major and planned gift solicitation, events and grants:
 - a. Establishes and monitors goals, strategies and budgets for fundraising efforts, including events
 - b. Assists in recruiting volunteer leadership for fundraising activities; coordinates, supports and advises volunteer committees
 - c. Oversees donor research and prospect list compilation; determines solicitation strategies; ensures accurate and timely record keeping and appropriate donor recognition; ensures excellent donor relations
 - d. Composes solicitation and acknowledgement letters, oversees donor and volunteer correspondence, conducts face-to-face and written solicitation
 - e. Supports selection of Board of Directors and manages their support of the Museum
 - f. Ensures communications among members of Board of Directors, fundraising committees and appropriate staff and provides progress reports
 - g. Ensures that volunteers are provided with appropriate materials, training and recognition.
 - h. Actively engaging new donor prospects and collaborating with senior staff and volunteers to do the same
 - i. Represent Museum at appropriate non-PCM events as needed
2. Coordinates funding proposals
 - a. Researches potential funding sources
 - b. Coordinates potential funders and appropriate program staff
 - c. Prepares funding proposals, manages grants and files reports.
3. Works cooperatively with public relations and marketing activities
 - a. Supports public relations, Museum newsletter and annual report; dissemination of information e.g. brochures and other awareness building materials
 - b. Supports Museum marketing efforts
 - c. Helps to ensure Museum's strong, positive public image.
4. Dovetails members into fund raising program
 - a. Develops membership solicitation strategies
 - b. Supports member relations.
5. Supervises, trains and evaluates the performance of assigned personnel and consultants
6. Participates in Board meetings
7. Participates as a member of the senior staff in developing Museum plans and procedures and participates in weekly team meetings
8. Remains current on development issues and best practices.

Qualifications:

Bachelor's degree. Minimum of 7 years related experience in not-for-profit organization(s), at least 3 years in a senior position. Excellent written and verbal communications skills. Excellent interpersonal and management skills. Proven track record in progressive fund development.

Availability:

Full-time (40 hours per week), non-exempt; includes weekends (Saturdays and/or Sundays), some holidays and occasional evenings as needed. Starting immediately.

Application instructions:

Email cover letter and resume to the Executive Director at director@childrenmuseum.org. Please attach pdfs of the cover letter and resume; title them with the position name and your last name. No phone calls please.

Providence Children's Museum is an equal opportunity employer. Members of racial/ethnic minorities are encouraged to apply.