



Madison Children's Museum JOB DESCRIPTION

Position Title: Director of Development
Supervisor: President & CEO
Pay Grade: \$65-\$72k, commensurate with experience
Direct Reports: Development Coordinator, others tbd

Division/Department: Development
FLSA Status: Non-Exempt, Hourly*
Date Updated: 4.24.21

**MCM is arising out of COVID pandemic to carefully reopen in June 2021. It's a time of great renewal that requires resilience, while honoring the challenges we've faced personally and as an organization. We are rebuilding on our past successes, adapting to new community needs, and refocusing our work to be strategic and effective. For staff and board - change is still a-coming, and we are eager to survive, thrive, and play outside in 2021.*

SUMMARY OF JOB SCOPE & RESPONSIBILITIES

Directs all fundraising activities of Madison Children's Museum including individual, corporate, foundation, government sources and fundraising events. Fosters a culture of philanthropy and accountability across all staff roles and ensures successful relationships with stakeholders.

Strategy Development and Execution:

- Establishes long- and short-term Development strategies and operational plans to support organizational health and effectiveness, and MCM mission and values.
- Establishes performance measures, monitors results, and assists the CEO, Development Committee and Board evaluate the effectiveness of the organization's fund development program.
- Works with MCM Leadership to identify and address development issues that challenge and support organizational health and effectiveness.
- Evaluates and recommends responses to the effect of internal and external forces on the organization and its fund development.
- Develops a balanced funding mix of donor sources and solicitation programs tailored to the needs of the organization that will enable it to attract, retain, and motivate donors and fundraising volunteers.
- Oversees the development and writing of foundation, corporate and government proposals and solicitation materials.
- Supports prospect research.
- Keeps informed of developments in philanthropy and fund development as well as the general fields of management and the not-for-profit sector. Informs the CEO, Development Committee, board, and Senior Team on current trends, issues, problems, and activities in order to facilitate policy making.
- Recommends policy positions concerning fund development.

Operational Oversight:

- Ensures compliance with all applicable regulations and laws, maintains accountability standards to donors and ensures compliance with code of ethical principles and standards of professional conduct for fundraising executives.
- Establishes and complies with the organization's own fund development and philanthropic principles, policies and procedures.
- Appropriately represents the institution, its board and CEO to donors, prospects, regulators, development committee(s) and fundraising volunteers.
- Fosters a smoothly operating Development function through timely and effective resolution of disruptions.
- Ensures sound fiscal operation of Development function including timely, accurate and comprehensive development of charitable contributions income and expense budgets, reporting, monitoring and implementation.

Leadership:

- Participates in establishing and achieving a culture shift toward identified strategic objectives and key results with high accountability across all areas of the organization.
- Helps identify, cultivate, recruit, and develop fundraising volunteers and leadership. Trains and/or oversees training, placement, evaluation, and supervision of fundraising volunteers.
- Designs educational programs in fund development for staff and volunteers; participates as teacher and facilitator. Pursues formal and informal education for self and others.
- With the Chair of the Development Committee and the CEO, leads and supports the Development Committee which includes coordinating meetings and the annual calendar as well as defining Committee member responsibilities, and tracking and reporting accountability metrics.
- Engages Board members and fundraising volunteers; and, stimulates each one to give their best.
- Fosters a culture of philanthropy, and assists board members, CEO, other fundraising volunteers and staff to identify, cultivate and solicit charitable gifts.

Supervisory and management:

- Make hiring decisions and execute other personnel transactions including but not limited to merit increases, promotions/demotions, dismissals, etc., in concert with the CEO
- With the CEO set performance goals and coach, mentor and evaluate direct and indirect reports.
- Participate in annual budget process and lead area to achieve revenue goals and manage expenditures.
- Create a working environment that is rewarding to staff and fundraising volunteers.
- Encourage direct and indirect reports' professional development.

JOB QUALIFICATIONS

- Bachelor's degree required. Master's degree preferred in nonprofit management, business administration, public administration, or a related field. At least five years' experience in fundraising is required.
- Demonstrated history in fundraising, leadership, project management, public relations, and group facilitation.
- Strong interpersonal and communication skills and the ability to build relationships with the diversity of potential donors and supporters.
- Exceptional time management and prioritization skills- ability to meet competing deadlines.
- Prior experience representing organizations at fundraising events, presenting to donors on recent achievements, and meeting with members of the Board.
- Demonstrated ability to inspire trust and camaraderie with employees and potential donors.
- Knowledge of and experience with social media campaigning and public relations.
- Demonstrated commitment to MCM's mission, values, and access, diversity, equity, and inclusion.

SPECIAL POSITION REQUIREMENTS

- Ability to divide time between office meetings with staff within the organization and meetings with donors and other partners both in-person and virtually.
- Occasional weekend and evening work required.
- Familiarity with planned giving strategies.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

This position requires the ability to do one or more of the following throughout the day: stand, walk, sit, bend and reach above and below shoulder level. Involves frequent repetitive motion (typing, filing, etc.). The noise level in the work environment is usually quiet to moderate.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.