



**Role Description:** Development Associate  
**Reports to:** Museum Director

### Essential Function

Under the guidance of the Museum Director, the Development Associate will strengthen relationships and the financial sustainability of the Museum through the expansion of the donor base. The Development Associate will ensure that all ambassadors (Board, Staff and Museum Director) have what they need to be successful in their efforts to increase financial resources.

### Essential Duties

- Help our donors and prospects accomplish their philanthropic goals and ambitions through a relationship with KidsPlay Children's Museum.
- Participate in the creation and implementation of a comprehensive relationship-building and an income generating plan that includes:
  - A stewardship program with an individualized approach to communications
  - An annual fund program that includes appeals
  - A major gifts program
  - Fundraising events
  - A planned giving/legacy program
  - An initial endowment fund
  - A possible Capital campaign
  - Annual reports for the Museum
- Identify and qualify potential major donors – individuals, corporations and foundations; cultivate relationships; solicit and maintain on-going communications.
- Develop and implement a new fundraising initiative in targeted communities, stewarding support from individuals, foundations and corporations.
- Create a thorough donor profile and relationship-building plan for the Museum Director and Board of Directors to cultivate prospects, acquire donors and close gifts.
- Make direct face-to-face solicitations, and assist the board and other staff with their solicitation (e.g. provide portfolio development support, strategic counsel and help with donor communications.)
- Use Altru to efficiently conduct prospect research, donor communications, acknowledgment, solicitation and recognition.
- Utilize Altru to create and implement a *moves management* plan.
- Draft all materials linked to fundraising campaigns and events.
- Work with the Museum Director to secure appropriate information on program, capital, and exhibit projects.
- Research grant opportunities, cultivate relationships with grant makers and coordinate grant proposals.
- Ensure data collection and evaluation methods are regularly completed for grant funded projects.
- Offer occasional training and regular resources to equip board members to be fully engaged

spokespersons, fundraisers and advocates.

- Report caseload activity and performance monthly.
- Demonstrate support of the museum's mission, management and Board of Directors.
- Perform any other required duties as requested by the Museum Director.
- Keep confidential the business functions of the Museum including, but not limited to, customer information, employee issues, etc.

### Required knowledge, skills, and abilities

The Development Associate:

- Is energetic, enthusiastic, well-organized, and creative.
- Displays a friendly, welcoming manner.
- Models integrity, objectivity and courtesy.
- Has patience and understanding for every person who is encountered.
- Demonstrates strong leadership skills, including the ability to gracefully work with varied personalities and constituencies to accomplish goals.
- Is flexible and adaptable to the changes that will occur in the position.
- Communicates effectively in writing, telephone and in person.
- Is organized, honest, works well with others and has an outgoing and positive personality.
- Maintains a clean work area.

### Qualifications

- Bachelor's degree in a relevant field.
- Demonstrates knowledge and experience in fundraising techniques, particularly major gift fundraising.
- Public relations experience is a plus.
- Excellent organizational skills and attention to detail.
- Demonstrated ability in technology use and database management.
- Museum, nonprofit or school experience preferred.
- Successful results on a criminal and sexual abuse background screening.

### Physical Demands

Considerable standing, walking, stooping, and stair climbing. Some lifting of more than 20 lbs., bending, and stretching overhead is required. Potential exposure to paints, glues and solvents. Outdoor activities may expose this position to extremes in temperature and inclement weather.

### Schedule expectations

Full-time position of forty (40) hours per week. This position is required to start early or end late and/or and may include weekend activities.

### Application Process

Please submit the following information via email to [humanresources@kidsplaymuseum.org](mailto:humanresources@kidsplaymuseum.org). Phone inquiries, mail or in person submissions will not be accepted.

- Cover Letter with an expression of interest
- Resume
- Three letters of professional reference with contact information