



Role Description: Fundraising/Development Associate
Reports to: Museum Director

Essential Function

Under the guidance of the Museum Director, the Development Associate will strengthen financial sustainability of the Museum using strategies that secure and increase giving from donors. 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 donors and prospects accomplish their philanthropic goals through a relationship with KidsPlay Children's Museum.
- Participate in the implementation of the Fundraising Plan that includes an annual appeal, a major gifts program, events, planned giving, endowment building and a future capital campaign.
- Research prospects (individuals, foundations and corporations) and manage donor cultivation initiatives.
- Manage gift processing, donor acknowledgements, the donor database and reports.
- Coordinate grant proposals.
- Together with the Museum Director and Board, further develop the fundraising infrastructure.
- 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

- Energetic, enthusiastic, well-organized, and creative.
- Displays a friendly, welcoming manner.
- Models integrity, objectivity and courtesy.
- 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 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.
- Maintain a clean work area.

Qualifications

- Bachelor's degree in a relevant field.
- Demonstrates knowledge and experience in fundraising techniques, particularly major gift fundraising.
- 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.
- Ability to assist caregivers during building evacuation.
- 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.

Benefits

Salary: \$38,000 - \$45,000, depending on relevant experience.

10 Days Time Off Benefit

6 Days Health Management Leave

5 Paid Holidays

Application Process

Please submit the following information via email to 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

KidsPlay Children's Museum, Inc. is an Equal Opportunity Employer and a Drug Free Workplace.