



Development Manager

DESCRIPTION

KID Museum is seeking a highly energetic and capable professional to work directly with the CEO to manage all aspects of the organization's fundraising efforts (including individual giving, corporate sponsorships, and foundation and government grants). The Development Manager is responsible for identifying and pursuing opportunities in each of these areas, maintaining accurate information in our donor management system, tracking progress and analyzing results, and writing thoughtful reports to the Board and funders. The Manager will be responsible for face-to-face interaction with prospective funders and must possess excellent interpersonal skills and demonstrated passion for the organization's mission.

Reporting directly to the CEO, the Development Manager is responsible for developing and implementing a multi-faceted strategy to build the organization's funding base, supervising gift processing and donor acknowledgement functions, supporting prospect research and pipeline development, and managing all aspects of our donor management database. To be successful in this role, the Development Manager must have prior experience with donor and financial database management, must have strong business and grant-writing skills, and must be a self-starter with exceptional attention to detail and excellent communication skills. In addition, the Development Manager must have demonstrated experience managing a wide variety of stakeholders and juggling multiple priorities.

This is an excellent opportunity for a talented individual to get in on the ground floor with a start-up organization that is quickly becoming a significant resource for children and families in the DC region. The Manager will be a core member of a small staff, with the opportunity to grow with the organization over time.

KEY RESPONSIBILITIES INCLUDE:

Planning & Oversight: Manage implementation of an annual development plan in conjunction with the CEO. Develop and monitor fundraising calendar to ensure that deadlines are met.

Prospect Research: Implement strategies for identifying, researching, cultivating, soliciting and stewarding donors and prospects. Ensure appropriate tracking of donor communications in the database. Research appropriate grant opportunities, and prepare letters of inquiry and grant proposals and other funding requests.

Donor Outreach and Relations: Cultivate relationships with potential funders, including initial phone calls, email and social media campaigns, event sponsorship, corporate and foundation relations, Combined Federal Campaign, in-kind contributions, donor events and donor relations programs. Craft messages that resonate with a variety of prospective funders, and create, maintain and coordinate donor recognition program.

Writing/ Reporting: In collaboration with Director of Communications, prepare reports to funders and to develop successful messages for attracting and tracking donations and in-kind contributions. Coordinate with Finance Office and Program Staff to prepare budgets for grant submissions, quarterly/close-out reports and Board documents.

QUALIFICATIONS:

- Bachelor's Degree and minimum of 5 years experience in professional fundraising.
- Demonstrated proficiency with financial and donor management systems and excellent computer skills.
- Strong, demonstrated skills in verbal and written communications, interpersonal relationship building, and negotiation.
- Ethical approach to fundraising activities and well-developed knowledge of ethical issues surrounding fundraising.

KEY CHARACTERISTICS / ATTITUDES:

- A proactive and positive mindset.
- Self-motivated and energetic, open-minded and willing to contribute new ideas.
- Demonstrated persistence and tenacity in pursuit of long-term goals.
- Ability to multi-task in a fast-paced and highly collaborative environment.

ABOUT KID MUSEUM:

KID Museum is a unique, experiential learning space created in Montgomery County with a mission to cultivate creativity, curiosity and compassion among elementary and middle school aged youth. The museum is a direct response to the skills gap in today's workforce both locally and nationally offering a much-needed resource to inspire youth to build the skills needed to thrive in the 21st century, global economy and become creative problem-solvers of tomorrow. KID Museum's interactive programs are geared toward school-aged youth (ages 6-14) – the age when research shows creativity and intrinsic motivation to learn begin to wane. Our programs are designed to complement the formal education system with fun, hands-on learning experiences that spark curiosity and promote 21st century skills.

KID Museum focuses on three core objectives: (1) engaging youth in science, technology, engineering, art and math (STEAM) as building blocks of creative expression, (2) fostering an appreciation of cultural diversity and (3) promoting a sense of social responsibility. Ultimately, our programs empower youth with a sense of agency to explore the world and invent the future. In late 2014, KID Museum established its first home in a 7,500 square foot space at the Davis Library in Bethesda. KID Museum transformed this space into a 21st century creative workshop/makerspace for children and families, with 3D printers, a wood shop, textile studio, electronics lab and digital media lab, alongside a mixed materials workshop for hands-on projects of all sorts. The museum is now open seven days a week, offering a wide range of programs from drop-in weekend sessions to after-school programs, school and group visits and camps.

For more information about KID, please visit www.kid-museum.org

HOW TO APPLY

To apply: email a cover letter, CV and writing sample (preferably a copy of a completed LOI or grant application) to meredith@kid-museum.org

MINIMUM EDUCATION REQUIRED:

4-year degree