



Development Associate

About KID Museum

KID Museum aspires to create a world-class, “next generation” museum – a dynamic hub for informal learning that empowers youth to become creative, curious, compassionate, courageous innovators of the future.

We define our work around three core activities:

- (1) Deliver high-quality youth programs designed to build skills and interest in science, technology, engineering, art & math through maker-based learning
- (2) Serve as a catalyst for change in the education system
- (3) Provide a unique community gathering place and platform to promote inter-generational learning and interactions across diverse walks-of life

In October 2014, KID Museum opened its doors at the 7,500 square foot space, establishing a living prototype for the museum. KID Museum transformed the space into a “makerspace” and creative workshop for kids and families, with a range of tools including 3D printers, a wood shop, electronics lab, textile studio and digital media lab. Today, the museum serves more than 55,000 people annually and is open seven days a week, offering school field trips, drop-in programs, deep dive workshops, after-school programs, camps, and off-site programs. Plans are underway to locate a permanent home and launch a capital campaign in the next few years. For more information, please visit www.kid-museum.org

KID Museum Development Associate

KID Museum is seeking a Development Associate to join the museum at a pivotal growth point. KID Museum’s current annual contributed income is \$1.1M and projected to grow to \$2.5M in the next three years. This position will be a key team member in building a culture of philanthropy and creating a sustainable stream of funding for the museum. There will be opportunities for growth in the role as the museum plans to

move to a permanent home in the next 2 to 3 years. The position will report to the Director of Development.

The Development Associate will assist with the coordination of fundraising campaigns, annual fund, grants, and sponsorship initiatives. This position is responsible for a small portfolio of individuals and institutional donors and prospects, and will work in coordination with Director of Development to move prospects through all phases of donor cycle. The Development Associate will oversee donor cultivation and stewardship, including maintaining the donor database, inviting donors and prospects to events, crafting acknowledgement letters, and ensuring donor fulfillment.

Essential Functions

- Assist with the coordination of fundraising campaigns, annual fund, grants, and sponsorships
- Maintains a small portfolio of individual and institutional donors and prospects
- Write, rewrite, edit, format, and/or proofread solicitation letters, proposals and reports
- Conducts prospect research and prepares research profiles for staff and board
- Administers correspondence with individual donors, maintains donor databases, and assists with statistical reports on developmental activities
- Develops and maintains cultivation calendar working closely with marketing and education departments to ensure donor cultivation at key KID Museum events
- Represents the museum at various external meetings and events with community members, donors, and prospects

Minimum Qualifications

- Bachelor's Degree from an accredited college or university
- At least 1 – 2 years of experience in an office environment or equivalent experience, fundraising experience preferred
- Excellent oral and written communication skills; ability to write persuasively, clearly, and concisely
- Demonstrated ability to organize workload, manage several projects of equal priority at once, and sustain productivity and accuracy under pressure
- Strong administrative skills; good research, planning, and organizational skills; strong work ethic and follow-through; excellent attention to detail
- Strong interpersonal skills; good judgment, initiative, and resourcefulness; sense of humor
- Ability to maintain confidentiality and sensitivity within the museum setting and with respect to prospect and donor information

- Proficiency in MS Word, Excel, PowerPoint; knowledge of Patron Manager fundraising and presentation software desirable
- Availability to work nights and weekends as needed for events or deadlines
- Interest in museums and/or science education preferred.

A successful candidate must be able to perform the above tasks independently, accurately, reliability, and in a timely manner. KID Museum is a fast-paced, growing, and technologically sophisticated nonprofit. Please send a cover letter and resume to meredith@kid-museum.org.