



## **KID Museum Development Associate/Manager**

### **About KID Museum**

KID Museum is an independent, mission-driven nonprofit serving 55,000 people annually. Our dynamic, hands-on, creative learning space serves as a resource for the greater DC region and a model for reimagining learning for the 21<sup>st</sup> century. A national leader in maker-based education, KID Museum seeks to empower kids with skills to invent the future with creativity, curiosity and compassion. Our programs integrate hands-on exploration of STEM, world cultures and global citizenship, with a focus on cultivating the skills and habits of mind to drive innovation. We reach youth from pre-K through high school, with a particular focus on elementary and middle school years, where research shows a precipitous decline in creativity and when large segments of the population (e.g., girls, African-American and Latinx youth) begin to opt out of disciplines that unlock opportunity for personal and economic growth. For more information, please visit [www.kid-museum.org](http://www.kid-museum.org).

### **Overview**

KID Museum is seeking a highly energetic and capable professional to assist with the coordination and execution of all aspects of the organization's fundraising efforts. This position will be a key team member in building a culture of philanthropy that will support the organization's growth and impact. The position will report to the Director of Development.

The Development Associate/Manager will assist with the coordination of fundraising campaigns, annual fund, lead grant writing/management, and sponsorship events/initiatives. The successful candidate will work in coordination with the Director of Development to support the development of grants and related reports, maintain the donor database & gift entry, plan and manage donor cultivation events and move prospects through all phases of the donor cycle, including crafting acknowledgement letters and ensuring donor fulfillment.

### **Essential Functions**

- Assist with the planning and coordination of fundraising campaigns, annual fund, mail appeals etc.

- Coordinate logistics related to event sponsorships and donor stewardship
- Manage the donor database to ensure all records are accurate and up-to-date
- Write, edit, format, and/or proofread grant proposals, solicitation letters, and reports
- Oversee grant reporting timelines and submissions
- Manage ongoing correspondence with individual donors and ensure donor fulfillment
- Develop and maintain cultivation calendar including tracking and managing cultivation events, communications to donors and grant cycle dates.
- Work closely with marketing and program departments to ensure donor cultivation at key KID Museum events
- Represent the Museum at external meetings and events with community members, donors, and prospects

### **Minimum Qualifications**

- Bachelor's Degree from an accredited college or university
- At least 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 or similar CRM systems, fundraising and presentation software desirable
- Availability to work evenings and weekends as needed for events or deadlines
- Interest in and enthusiasm for museums and/or science education

### **Employment Details**

A successful candidate must be able to perform the above tasks independently, accurately, reliably, and in a timely manner. KID Museum is a fast-paced, growing, and technologically sophisticated nonprofit. This position is based in Bethesda, MD and will consist of a 40-hour per week commitment. Compensation will be commensurate with experience. Benefits will also be included. Please send a cover letter and resume to [maria@kid-museum.org](mailto:maria@kid-museum.org).

*Diversity, Equity and Inclusion are important, interdependent components of everyday life at KID Museum and are critical to our pursuit of excellence. KID Museum Inc. is an equal opportunity employer and does not discriminate against any employee or applicant for employment based on race, color, religion, national origin, age, gender, sex, ancestry, citizenship status, mental or physical disability, genetic information, sexual orientation, veteran status, or military status.*