



KID Museum Development Manager

About KID Museum

KID Museum is the region's pioneering experiential museum and educational makerspace. We empower the next generation with the skills to invent the future. Through hands-on programming for kids and youth (ages 4-14), we challenge young people to be active makers, who harness their creativity, curiosity and compassion to build a better world. We design and deliver programs across the full continuum of learning for kids in pre-k through middle school in partnership with educators and schools. Our onsite programs, community events, and live, virtual sessions encourage families to learn and explore together, engage kids in driving their own learning, and support educators in the classroom. We are deeply committed to diversity, equity, accessibility and inclusion, and consistently prioritize reaching underserved students of color with these transformative learning experiences that unlock opportunity for personal and economic growth.

Through deep, embedded learning partnerships with public and independent schools, we support students and teachers in developing new skills and the "mind of a maker." This philosophy embodies the mindset that we believe will be necessary for the next generation to successfully compete in an increasingly diverse, interconnected, and rapidly changing workforce, driven by technology.

We empower the next generation with the skills to invent the future, and the mindsets, habits, and skill-sets we teach are practical and powerful in everyday life. We are part of a growing movement to remake education for every young person, putting them in the driver's seat and trusting them to be agents of change. For more information, please visit www.kid-museum.org

Position Overview

KID Museum is seeking a **Development Manager** to work directly with the Chief Advancement Officer to manage all aspects of the organization's fundraising efforts and support in expanding the development function for the organization, including refining systems, managing the prospect pipeline, supporting campaign planning and execution, and conducting prospect research. They will play a vital role in grants management to support KID's growth and impact. This role will also be responsible for maintaining an accurate donor database that will reflect all the phases of the donor cycle. This position will report to the Chief Advancement Officer.

The successful candidate will have a Bachelor's degree and 5 - 7 years experience in nonprofit development and fundraising or a combination of education and experience. Candidates who possess exceptional project management skills and attention to detail will thrive in this role. Experience with (or willingness to learn) Patron Manager or similar CRM systems. They will have proven experience building the infrastructure to successfully manage all aspects of the development function of a small nonprofit. The successful candidate also will have experience managing a portfolio of grants from public and private sources and managing all aspects of key fundraising events.

This is an excellent opportunity for an individual to be a part of an organization that has established itself as a significant resource for children and families in the greater DC metropolitan region and is poised for national growth.

Essential Job Functions

- Assist with the planning, coordination, and implementation of fundraising campaigns, annual fund, and sponsorships.
- Manage prospecting efforts and qualify new leads, including those from government, foundation, individual, and corporate sources. Prepare profiles for staff and board members.
- Manage ongoing correspondence with donors, coordinate periodic mailings, and process donor acknowledgement letters.
- Coordinate spring and year-end appeal letters.
- Oversee and manage a growing portfolio of grants including prospect research, proposal writing, reporting, and tracking; collaborate with our program and finance teams.
- Maintain precise and timely records in Patron Manager.
- Maintain the development calendar, including events, tours, and grant deadlines.
- Play a lead role in developing, producing, promoting, and attending virtual and in-person fundraising events and tours.
- Work closely with marketing and program teams to ensure consistent messaging and positioning.
- Create monthly fundraising reports and dashboards.
- Reconcile donations with the finance team monthly.
- Successfully complete other duties as assigned.

Minimum Qualifications

- Strong skills that encompass research, planning, and organization with excellent attention to detail.
- Strong interpersonal skills that exhibit good judgment, initiative, and resourcefulness.
- Enthusiasm and interest in museums, STEM education and/or maker learning.
- Excellent oral and written communication skills that can be used to write persuasively, clearly, and concisely.
- Demonstrated ability to write compelling, clear, jargon free proposals.
- Excellent time management, organizational, and follow-up skills.
- Proven track record building lasting relationships with donors, partners, and community members.
- A self-starter with strong attention to detail and proven experience managing multiple priorities.
- Comfort working independently in a fast-paced, entrepreneurial environment.

- Proficiency in G Suite and MS Word, Excel, and PowerPoint.
- Ability to maintain confidentiality and sensitivity within the museum setting and with respect to donor information.
- Available to attend occasional evening and weekend events and programs.
- Able to perform with a high degree of professionalism.

The successful candidate must be able to perform the above tasks independently, accurately, reliably, and in a timely manner. Compensation will be commensurate with experience. A comprehensive benefits package will also be included. Please send a cover letter and resume to careers@kid-museum.org for consideration.

Diversity, equity, accessibility and inclusion are important, interdependent components of everyday life at KID Museum and are critical to our pursuit of excellence. KID Museum 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.