



KID Museum Development Associate

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 local schools and school systems, 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 Associate** who will support the Advancement team in expanding the development function for the organization, including refining systems, managing the pipeline, supporting campaign planning and execution, and conducting prospect research. The successful candidate will play a vital role in grants management to support KID's growth and impact. They will also be responsible for maintaining an accurate donor database that will

reflect all phases of the donor cycle. This position will report to the Senior Director of Development.

The successful candidate will have a Bachelor's degree, plus three to five years' experience in an administrative position, preferably with a non-profit organization; previous fundraising experience preferred. Experience using Patron Manager or other tech-based tools for customer management is needed. Enthusiasm for and interest in museums, STEM education and/or maker learning.

Essential Job Functions

- Assist with the planning, coordination, and implementation of fundraising campaigns, annual fund, and sponsorships.
- Manage ongoing correspondence with donors, coordinate periodic mailings, and process pledge cards and donor acknowledgement letters.
- Manage a growing portfolio of grants; assemble grant materials; and carefully monitor submission dates and reporting deadlines.
- Maintain precise and timely records in Patron Manager.
- Conduct monthly gift reconciliation with finance department.
- Conduct ongoing prospect research and prepare donor briefs.
- Maintain the development calendar, including events, tours, and grant deadlines.
- Work closely with marketing and program teams to ensure consistent messaging and positioning.
- Collaborate with Marketing to ensure timely development and distribution of monthly newsletter to key stakeholders.
- Work with the Advancement team to create standard donor offers, reporting templates, and presentation decks.
- Successfully complete other duties as assigned.

Minimum Qualifications

- Strong administrative skills that encompass research, analysis, and planning.
- Be a self-starter with strong attention to detail, and proven ability to balance multiple priorities.
- Excellent time management, organizational, and follow-up skills.
- Adaptable, flexible, patient, and able to adapt quickly to change.
- Excellent oral and written communication that can be used to write persuasively, clearly, and concisely.
- Ability to maintain confidentiality and sensitivity within the museum setting and with respect to donor information.
- Availability to work occasional evenings and weekends as needed for events or deadlines.
- Proficiency in G Suite and MS Word, Excel, and PowerPoint.

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.