



KID Museum Development Manager

About KID Museum

KID Museum is the nation's largest educational makerspace for youth. Our mission is to revolutionize how kids learn through the maker experience. Through hands-on programming and deep learning experiences, we empower youth with the creative problem-solving and STEM skills to invent the future. With a focus on engaging populations traditionally underrepresented in STEM, our programs aim to build economic opportunity and diversify the future talent pipeline.

Our vision is to become the standard of excellence for inclusive, impactful maker learning nationally, and a model for how to expand access to maker learning at scale. Our headquarters in the Washington, DC region serves as our innovation hub. In partnership with local school systems, government and philanthropic leaders, we design and deliver K-12 programs that produce results at scale in a large and diverse metropolitan region. We leverage the learnings from this learning lab to create resources, training, and technical support to expand high-impact maker learning nationally. For more information, please visit www.kid-museum.org.

Position Overview

KID Museum is seeking a **Development Manager** who will play a key role in planning and executing the organization's fundraising efforts, including fundraising campaigns, annual fund, events, and sponsorship initiatives.

Reporting to the Chief Advancement Officer, the Development Manager will support the development of reports and research, maintain the donor database, plan and manage cultivation events and stewardship.

The successful candidate will have a Bachelor's degree from an accredited college or university, or equivalent work experience, and a minimum of 5 years of successful fundraising and development experience in a nonprofit organization. Enthusiasm for and interest in education innovation and equity, STEM education and/or maker learning. Able to maintain accurate and up-to-date donor records, overseeing donor and key stakeholder list management, and performing reporting and analysis in a CRM system.

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 direct mail and digital mail year-end campaigns, ensuring that communications are timely and result in support for the organization.
- Maintain precise and timely records in KID Museum's CRM System (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 in approach to fundraising initiatives and requests.
- Create monthly fundraising reports and dashboards to execute on development activities.
- Reconcile donations with the finance team monthly.
- Successfully complete other duties as assigned.

Qualifications

- Strong organizational skills that encompass research, planning, and time management with excellent attention to detail.
- Strong interpersonal skill, good judgment, initiative, and resourcefulness.
- Excellent oral and written communication skills. Demonstrated ability to write compelling, and clear donor letters, emails and stewardship materials.
- Comfort working independently in a fast-paced, entrepreneurial environment.
- Ability to juggle multiple projects and work across the organization in providing communications needs.
- Able to perform with a high degree of professionalism.
- Attend evening and weekend events and programs as necessary.
- Proficiency in Google Suite, MS Word, Excel, PowerPoint; knowledge of Patron Manager or similar CRM systems, fundraising and presentation software.

The candidate must be able to perform the role independently, accurately, reliably, and in a timely manner. Compensation will be commensurate with experience. A comprehensive benefits package will also be included.

To Apply:

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.