Assistant Director of Development

The Assistant Director of Development is a motivated, articulate, and organized individual who manages donor cultivation, solicitation, and management. The Assistant Director of Development reports to the Executive Director.

Principal Accountabilities:

- Coordination of direct solicitation, grants, capital campaigns, programmatic sponsorships, and annual fundraising drives and events.
- Develop and execute MCM-Meridian’s annual fundraising plan and operate within the board approved budget.
- Secure financial support from individuals, corporations, foundations and government entities.
- Develop and maintain ongoing relationships with major donors.

Responsibilities and Duties

- Coordinate the MCM-Meridian donor database maintenance including the data entry and gift processing.
- Coordinate grant applications with the Development and Education Departments on new opportunities.
- Coordinate and implement a strategy for a large sustained base of individual donors.
- Oversee development/fundraising special events.
- Work and coordinate with fundraising volunteers and Partners (marketing and fundraising volunteer support group of MCM) to build awareness and donors for the museum.
- Host an annual donor appreciation dinner.
- Responsible for the development/revision of all donor-focused material copy, working with the Marketing Department, including but not limited to sponsorship proposals, fundraising appeals, annual report, etc.
- Develop and implement creative ways to engage MCM visitors and staff in supporting the mission of MCM.
- Work with the Executive Director on all donor-related financial reporting.
- Work with the Executive Director on the implementation of a planned giving and endowment strategy.

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Updated: 9/29/20
**Desired Qualifications:**

- BA required
- Three years of management, non-profit, or fundraising experience preferred
- Demonstrated excellence in organizational, managerial and communication skills
- Knowledge of Blackbaud’s Altru donor management software preferred
- Strong interpersonal and networking skills
- Problem-solving skills, creativity and a desire to contribute in a meaningful way to the mission of the museum
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