



Director of Development and External Affairs

The Director of Development and External Affairs of the Mississippi Children's Museum (MCM) is a full-time position reporting to the Executive Director of MCM-Meridian. The Director of Development and External Affairs spearheads all development and marketing efforts of Meridian satellite campus.

Development (80%):

- Coordination of direct solicitation, grants, capital campaigns, programmatic sponsorships, and annual fundraising drives.
- Develop and maintain ongoing relationships with major donors.
- Maintain ongoing communication with a large, sustained base of individual donors.
- Oversee development/fundraising special events with Partners (volunteer support group of MCM-Meridian).
- Oversee annual donor appreciation event.

External Affairs (20%):

- Oversee MCM-Meridian marketing and external affairs objectives to ensure a strategic marketing strategy.
- Collaborate with department heads to ensure museum mission and brand are consistent and promoted at all events and programs.
- Collaborate to develop creative marketing partnerships to enhance understanding of the museum's role in the community.
- Strengthen media partnerships, with emphasis on building relationships with all local media and support museum spokespersons on interactions with media.

Desired Qualifications:

- BA required
- Five 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

The Mississippi Children's Museum-Meridian is a separate LLC under the Mississippi Children's Museum 501(C)(3) organization with the mission to create unparalleled experiences to inspire excellence and a lifelong joy of learning. Management reserves the right to modify, delete, and/or add additional expectations to meet the needs of the Mississippi Children's Museum as necessary.