



Development Coordinator

Full Time/40 hours per week

Reports to: Director of Development

Summary: Responsible for planning and implementing the organization's fundraising efforts as delegated by the Director of Development, with special emphasis on proposal generation and grant management. Works with the Director of Development and museum staff to ensure that the funding needs of the organization are met and sustained to increase the impact and influence of the Mississippi Children's Museum (MCM) across the state.

Responsibilities and Duties:

Grant Proposal Development and Management:

- Manage development, submission, and reporting of all grants in coordination with appropriate staff.
- Work with the Director of Development to develop proposals for grants and event/program sponsorships.
- Work closely with department heads to gather information necessary to manage and report on current grant/sponsorship programs.
- Work with Education Department to develop and execute qualitative evaluation of grant funded programs.
- Oversee spending as it relates to grant budgets, providing the Director of Development and other relevant staff members with ongoing budget updates.
- Maintain up-to-date records of approved, pending, declined, and prospective grants.

Development:

- Work with Director of Development to secure donations to fund the annual, operations, and capital campaign budget goals, working closely with all departments to execute the plan.
- Perform donor prospect research to determine giving potential and partner cultivation strategy.
- Collaborate with the Director of Development and museum staff to develop and implement a long-range development plan that compliments the goals and funding requirements of the organization.
- Monitor funding trends of corporate, foundation and government entities, and provide ongoing feedback to inform programmatic/educational focus of museum efforts.
- Assist the MCM-Meridian Development Team with the development and management of grant and sponsorship proposals as needed.
- Assist with other fundraising projects as requested.

Qualifications:

- Bachelor's Degree or equivalent experience
- Grant writing and management experience preferred but not required
- Knowledge in project management and teamwork required
- Excellent oral and written communications 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 is a 501(C)(3) organization with the mission of providing unparalleled experiences that ignite a thirst for discovery, knowledge, and learning in all children. To apply, please submit letter of interest, resume, and three writing samples to: careers@mcm.ms. Management reserves the right to modify, delete, and/or add additional expectations to meet the needs of the Mississippi Children's Museum as necessary.

Updated: 10/1/21