



Title: Director of Development
Full Time
Reports to: Executive Director

The Director of Development at the Mississippi Children's Museum (MCM) is responsible for overseeing and implementing all of MCM's development efforts and will serve in a leadership role for strategic planning goals associated with MCM and MCM-Meridian.

Principal Accountabilities:

- Coordination of all direct solicitation, grants, capital campaigns, programmatic sponsorships, and annual fundraising drives.
- Develop and execute MCM'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.
- Lead and manage the Development staff.

Responsibilities and Duties:

- Pursue and oversee program sponsorship requests in coordination with the Education Department
- Oversee the grant application process and coordinate with the Education Department on new opportunities.
- Create and execute a strategy for a large, sustained base of annual individual donors.
- Communicate needs and advocate for MCM at the state and federal level.
- Oversee development/fundraising special events.
- Work and coordinate with fundraising volunteers and MCM Partners, (marketing and fundraising volunteer support group of MCM) to build awareness and donors for the museum through annual membership drive and three signature events.
- Plan the annual Spark Society donor appreciation celebratory event.
- 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.
- Oversee and maintain the MCM donor database and the staff responsible for the data entry and gift processing.
- Develop and implement creative ways to engage MCM visitors and staff in supporting MCM's mission.
- Oversee and manage MCM's Forget Me Not Reserve fund
- Oversee and manage any capital campaign ventures as approved by the Board of Directors
- Work with MCM Chief Financial Officer on all financial reporting.
- Work with MCM Chief Financial Officer on the implementation of a planned giving and endowment strategy.

Qualifications:

- BA required
- Three years of management, non-profit, or fundraising experience preferred
- Demonstrated excellence in organizational, managerial, and writing/communication skills
- Knowledge of 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 is a 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.