



# Play. Create. Explore. Discover.

## Director of Development

### Description of Position:

The director of development will join a dynamic, community-minded team in a full-time, exempt staff position responsible for establishing and executing fundraising strategy to support our mission and expand the impact of the Jackson Hole Children's Museum. The director will work with the Executive Director to determine strategy, establish systems that support an effective fundraising operation, manage key donor relations, and cultivate future donors. *We are also open to hiring a manager level development position depending on the candidate's skills and experience.*

**Schedule:** 40 hrs

**Reports to:** Executive Director

**Pay scale:** Competitive based on experience

### Development Operations:

- Identify, cultivate, solicit and steward high potential prospects, fundholders, and donors.
- Share management of major donor portfolio
- Execute and report on annual fundraising plan
- Execute creative major donor events for the purpose of cultivating and stewarding donors
- Coordinate with director of operations & executive director communications strategies that serve fundraising
- In partnership with the executive director, establish forward-looking fundraising goals and tactics
- Assist executive director & board development committee with donor qualification, cultivation, & stewardship
- Establish a strong prospect pipeline, with clear tactics for move management
- Administer donor stewardship and cultivation including fundraising systems, calendar, and communications
- Oversee donors communications strategy

### Leadership Team:

- Serve as a key member of the museum's leadership team
- 1:1 meetings with direct reports and provide support as needed.
- Conduct annual review with supervisor and direct reports

- Work with executive director to develop annual fundraising expense budget
- Primary staff liaison to the board development committee. Support committee members cultivating donors
- Support operational & event responsibilities as appropriate

Our ideal candidate:

- You are a proven fundraiser with 3+ years of demonstrated success managing a portfolio of donors
- You understand all aspects of the major gifts giving cycle and you know how to identify the potential of a donor
- You know how to mobilize and motivate board members and volunteers
- You know how to setup donor event, manage databases, and cultivate relationships with diverse individuals

Skills/experience required:

- A fundraising track record with 3+ years of demonstrated success working with a portfolio of major donors
- Demonstrated ability to secure major gifts.
- Deep understanding of all aspects of the giving cycle
- Adept at managing financial and donor data and reports
- Excellent verbal & written communication skills. You are strong communicating across all mediums
- Effective working in a team setting