

## **Director of Development**

Reports to: Executive Director

Supervises: Marketing and Special Events Coordinator, Rentals Coordinator

Status: FT, salary

### **Position Summary**

In support of the Mission and Vision of the Roberson Museum and Science Center, the Director of Development leverages existing partnerships and cultivates new relationships to achieve the contribution and strategic goals of the organization. This position is responsible for the management and direction of a comprehensive fundraising program that grows the overall donor base and enhances the stature of the Museum in the community.

### **Responsibilities**

- Provide day-to-day oversight of the Annual Giving Campaign and Museum Membership based on programmatic goals.
- Responsible for interactions with major donors and supports the Executive Director and Trustees in all major donor and prospective donor contacts.
- Ensures stewardship of past, current, and prospective donors through personal visits, articulate correspondence, and timely gift acknowledgments.
- Maintains and enhances systems, reporting, accountability, and evaluation of the development process.
- Serves as the lead grant writer, which includes research, writing, timely submission, and reporting.
- Oversees Marketing and external communication including the preparation of collateral materials, proposals, and reports.
- Oversees facility rentals in collaboration and coordination with other Roberson staff.
- Oversees special events in collaboration and coordination with other Roberson staff.
- Represents Roberson to the public, members, and other stakeholders at community events, exhibition openings, and other events.
- Oversees donor database.
- Fosters cross-functional work environments.
- Other duties as required and assigned.

### **Specific Knowledge and Skills**

Proven leadership and management capabilities. Substantial experience in implementing fundraising plans and cultivating relationships for all funding streams. Excellent oral, written, analytical, and problem-solving skills. Ability to work with cross-functional departments.

### **Education and experience**

- Bachelor's degree is required
- 5 years of relevant experience preferred, preferably within an arts-related institution, non-profit organization, or educational institution
- Extensive knowledge of fundraising, development, gift solicitation, public relations, marketing, and grant writing
- Familiarity with fundraising trends at local and national levels