



the new children's museum™

Job/Position:	Director of Development
Program:	Development
Department	Advancement
Reports To:	Chief Strategic Advancement Officer
Compensation:	The salary range for this position is \$100,000-\$120,000; commensurate with experience
Position Type:	Full-time, regular, exempt position

Application Link:

<https://newchildrensmuseum.bamboohr.com/careers/35>

ORGANIZATIONAL BACKGROUND

The New Children's Museum's (NCM) mission is to spark creativity, exploration, and a sense of belonging through interactive art experiences. Located in downtown San Diego, the New Children's Museum collaborates with contemporary artists to design and create art installations and educational programs for children. The Museum brings families together in a rich educational environment that fosters creativity and expression. 2.4 million guests have visited the downtown location since doors opened in 2008, including 232,386 visitors in 2022.

Our vision is to be the most innovative, most loved, most inspiring, and most sustainable children's museum in the world. Our interactive art installations and hands-on art programming provide creative and educational experiences for children and families. We work with artists to reimagine our spaces so that there is always something "new" to discover when you visit. As a nonprofit institution, we rely on daily admissions, memberships, and community support to fund our daily operations.

Our commitment is to provide a welcoming space for all families. We believe that diversity, equity, accessibility, and inclusion are integral to fulfilling our mission and empowering children's innate creativity through hands-on exposure to art and the creative process. Last year, 69,455 visitors attended the Museum through access programs. Please visit: <https://thinkplaycreate.org/> to learn more.

POSITION SUMMARY

The Director of Development serves as a strategic leader and member of the Advancement Team. Under the direction of and in close partnership with the Chief Strategic Advancement Officer, the Director of Development initiates, develops, and

implements strategies for the identification, cultivation, solicitation and stewardship of prospects and donors interested in supporting The New Children's Museum.

The new Director will have responsibility for NCM's entire philanthropy portfolio, including campaigns, individual giving, major gifts (\$10k+), grants, corporate giving, membership, and special events (3-4 per year). This is a highly collaborative role, partnering with senior leadership to strengthen and improve NCM's overall fundraising capacity and sustainability.

The ideal candidate will bring fresh ideas and perspective on all development strategies and activities, proactively seeking and implementing growth opportunities, and ensuring appropriate integration of efforts across fundraising programs. The Director of Development will prioritize enhancing the working cohesion of assigned areas of responsibility with other units across the Advancement Team and organization-wide, fostering a working culture of deep and authentic strategic coordination and collaboration.

The Director of Development must be committed to teamwork, have an exceptional ability to set and communicate clear goals and effectively delegate and support work. They must have exceptional strategic, planning, and project management skills. This individual must be able to successfully manage multiple priorities, meet deadlines, adjust to changing circumstances, and demonstrate confidence working with a diverse team.

The Director of Development currently manages three direct reports and will work toward a total goal of securing approximately \$3 million annually from corresponding fundraising programs.

Specific responsibilities include:

1. Fundraising Strategies & Execution

- Lead, develop, and execute strategies for all NCM's fundraising areas including campaigns, major gifts (\$10k+), individual giving, planned giving, special events, grants, and corporate partnerships.
- Design and implement a comprehensive fundraising plan for annual and capital campaign needs.
- Create and implement innovative strategies for securing new and untapped resources.
- Partner with the leadership team to plan and execute special events.
- Oversee grant proposal development, working in close collaboration with other departmental staff.
- Work with the leadership team to develop a solid understanding of Museum art installation, initiatives, programs, and activities to best plan for grant proposals and funder updates.
- Collaborate with the Director of Communications and leadership team to create an annual communication plan to ensure communication and promotional goals are met.

2. Donor Relations & Engagement

- Manage prospective and current funder relationships, ensuring all funders are informed about our work on an ongoing basis and feel connected to our organization.
- Provide outstanding customer service and support to donors, Board of Directors, staff, members, and community partners.
- Integrate development and marketing/communications strategies to maximize NCM's brand exposure and fundraising opportunities.
- Work in close partnership on the design and production of donor recognition materials and solicitations.

Organizational Management

- Strengthen the culture of philanthropy across NCM, demonstrating how employees can become advocates for NCM in the community.
- Work with staff members, the Board of Directors, and other stakeholders to proactively enhance, expand, and execute development efforts, building current and new relationships.
- Create and manage clear success metrics, holding yourself and others accountable for achieving those goals.

Department Operations

- Develop and manage an annual fundraising budget.
- Establish policies, systems, and procedures, with a special emphasis on professionalism and ethical standards, for soliciting, acknowledging, tracking, and reporting gifts.
- Supervise the appropriate use of Altru software and reporting, ensuring donor privacy, data accuracy, and timeliness of acknowledgments and reporting.
- Leverage technology and data across all development strategies and practices.

REQUIRED QUALIFICATIONS:

- Education and/or Experience: Bachelor's degree. Minimum of 5 years of experience in a successful nonprofit fundraising role, with a strong understanding of fundraising strategies, systems, and processes. Must have prior experience at a director level.
 - Education requirements can be substituted for additional experience.
- Strong leadership skills and demonstrated experience to effectively manage and mentor staff and foster a collaborative and inclusive work environment.
- The ideal candidate must be:
 - team-orientated
 - strong analytical skills and use of data to drive fundraising, partnership decisions, and forecasting
 - able to manage simultaneous projects and priorities

- Excellent communication skills: using both written and oral skills to influence and engage diverse audiences.
- Computer/Office Equipment Skills: Must be comfortable working in PC/Windows-based environments. Must have strong proficiency with Microsoft Office, particularly Excel, Word, and Outlook.
- Language Skills: Fluency in English is required.
- Schedule: Hybrid role, available after first 90-days. Ability to work nights and weekends periodically.

PREFERRED QUALIFICATIONS:

- More than eight years of previous nonprofit fundraising experience is preferred.
- Prior experience as a Director of Development is preferred.
- Language Skills: Fluency in Spanish preferred.
- Other Preferred Skills:
 - Experience with Altru database is strongly preferred

COMPENSATION & BENEFITS:

- **Compensation**: The salary range for this position is \$100,000-\$120,000 and is commensurate with experience. This is a full-time, regular, exempt position.
- **Benefits**:
 - Medical, dental, and vision Insurance and Flexible Spending Account
 - 403(b) retirement account, with 3% match after first year
 - 10 paid days off
 - 10 paid sick days, 2 days available to use immediately
 - 12 paid holidays, plus 3 floating holidays