



Development Manager

Description:

Knock Knock Children's Museum is seeking a Development Manager to coordinate a variety of development functions including the execution of annual fund drives, campaigns, annual appeals, and fundraising events aimed at growing Knock Knock's base of philanthropic support. S/he will be responsible for the administrative duties of the Development Department including donor management, grant research and tracking, and will gain firsthand experience in the administration of a strategic plan to increase the impact and capacity of Knock Knock Children's Museum. Additionally, the Development Manager will be involved in the coordination of stewardship activities and relationship management.

As an important player on the Knock Knock team, the Development Manager will report directly to the Development Director and work in close collaboration the Development Committee, the Communications Coordinator, Special Events Coordinator, Volunteer Coordinator, all staff members, donors, stakeholders and community members.

Responsibilities:

- Support, create and manage effective strategies and giving opportunities to increase fundraising and increase individual donor database including special events, direct mail, online giving, donor identification and cultivation. Establish long-term relationships with private sector influencers and donors in the community to build new partnerships and funding opportunities;
- Responsible for planning Knock Knock signature fundraising events, such as Duck Derby and Storybook Soiree, including volunteer committee recruitment and management, goal setting, and evaluation. Also works in coordination with Knock Knock Operations Department on event logistics.

Recruits and connects with corporate partners to drive sponsorship and support of signature events; collaborates with Director of Development to establish appropriate solicitation, stewardship and cultivation strategies.

- Collaborate on the production and implementation of appeal campaigns and other fundraising communications and strategies with Director of Development and Annual Fund/Database Coordinator;
- Support the grants program ensuring revenue goals are met, meeting grant deadlines and reporting;
- Work with team to develop and execute consistent communication to cultivate and grow donor base;
- Design and run reports and assist with database maintenance;
- Consult with the database coordinator on improving our donor database in order to strategically communicate with existing donors and prospects;
- Foster collaborative relationships with committees, Events Coordinator and Director of Development to plan, implement and evaluate various fundraising events

- Provide supervision for all Development Interns and participate in the recruitment of interns. Oversee all development-related volunteers;
- Oversee administrative duties and perform as needed including filing, copying, sorting, mailing, etc.

Qualifications:

- Bachelor's Degree required
- Minimum 2 years of nonprofit management and fundraising experience
- Exceptional focus and attention to detail and accuracy
- Experience with customer relations and/or fundraising (preferably with a non-profit, museum, or cultural institution);
- Experience with data-entry and reporting in fundraising databases such as fundraising Blackbaud's Raiser's Edge, Altru, etc.;
- Excellent multi-tasker must be comfortable with handling multi-project successfully and efficiently;
- Excels within a strength-based culture and is excited to join a nimble and talented team;
- Experience working with websites and other forms of electronic media to reach audiences;
- Innovative thinker with a positive attitude and creative problem solving skills;
- Exceptional written and oral communication abilities;
- An ability to establish working relationships with board and committee members, colleagues, journalists, and donors alike;

About Knock Knock Children's Museum:

Poised to open summer 2017, Knock Knock Children's Museum will be an inclusive gathering place where families and children of all backgrounds and experiences will interact. The children's museum itself is an approximately 26,000 square foot facility currently in the final stages of construction in City-Brooks Community Park in Baton Rouge, Louisiana. Its prime location on 6 acres of existing parkland was selected to afford access to all communities within Baton Rouge and surrounding nine-parish area.

Knock Knock Children's Museum is comprised of hands-on, interactive exhibits called "Learning Zones." Anchored in research and evidence based practices addressing all areas of development, the "Learning Zones" are designed to create teachable moments that will connect children's every day experiences to learning. Knock Knock's focus is on the development of the whole child with the goal of increasing early literacy skills (*reading, writing, listening, and speaking*) while expanding knowledge and raising interest in STEAM (*science, technology, engineering, art, and math*) subjects and careers, especially among children from under-served and under-represented populations.

To Apply for the Position:

Please submit, via email, the following application documents: cover letter, resume', and a list of three to five references including email and phone numbers for each reference in ONE - PDF document with Position Title in subject to: opportunities@knockknockmuseum.org