

Knock Knock Children's Museum
Events and Development Manager
Salary: \$53,000 - \$55,000

Contact person: Nicole LeBlanc-Smith nsmith@knockknockmuseum.org

Link to job posting: <https://knockknockmuseum.isolvedhire.com/jobs/1679548>

Knock Knock Children's Museum is seeking a full-time Events and Development Manager to help plan and perform a variety of development functions, including: fundraising and donor cultivation events and the execution of annual fund drives, campaigns, and annual appeals aimed at growing Knock Knock's base of philanthropic support. This person will help, plan, and execute signature fundraising events, including our annual gala: Storybook Soirée. Additionally, the Events and Development Manager will be responsible for administrative duties in the Development department, including: accurate record keeping, grant research and tracking, and supporting the coordination of stewardship activities and relationship management with donors, members, visitors, volunteers, and museum stakeholders. As an important player on the Knock Knock team, the Events and Development Manager will report to the Development Director and work in close collaboration with the Board of Directors, the Young Leaders Board, and other valued museum volunteer groups and staff.

Responsibilities:

- Support and manage effective strategies and giving opportunities to support fundraising and increase philanthropic giving to the museum, including special events.
- Work with the Development team to enhance donor and member engagement through cultivation and stewardship.
- Ensure accuracy and integrity of all donor and database records relating to corporate and individual donations to strategically communicate with existing and prospective donors.
- Draft stewardship engagement and donor acknowledgment communications in a timely manner with meticulous attention to detail.
- Foster collaborative relationships with the museum's administrative team and staff, Board of Directors, planning committees, and volunteers to plan, implement, and evaluate various fundraising events.
- Collaborate with the marketing and communications team to promote fundraising initiatives and engage donors through various channels. Attend events to coordinate and assist in set up, implementation, and clean up.
- Work with the volunteer coordinator to manage and supervise Development event volunteers and interns.

- Perform Development administrative duties, including: filing, copying, sorting, mailing, etc.

Qualifications:

- Bachelor's Degree and Proficiency with Microsoft Office 365 Suite required;
- Minimum 2 years' experience in a combination of fundraising for a nonprofit, educational, or cultural institution, communications, and corporate or nonprofit event planning;
- Experience with data-entry and reporting in fundraising databases such as Blackbaud's Raiser's Edge, Altru, etc.;
- Experience in successful donor engagement and cultivation;
- Experience with customer relations, preferably with a non-profit, museum, or cultural institution.

Personal Attributes:

- Exceptional focus, attention to detail, and accuracy
- Excellent multi-tasker, must be comfortable with handling multiple projects successfully and efficiently;
- Excellent interpersonal skills;
- Excels within a strength-based culture and is excited to join a nimble and talented team;
- Ability to work closely with Marketing and Communications team to promote and document events on multiple platforms;
- Innovative thinker with a positive attitude and creative problem-solving skills;
- Exceptional written and oral communication abilities;
- An ability to establish positive working relationships with board and committee members

Benefits:

- Competitive salary commensurate with experience.
- Health insurance benefits.
- Paid time off and holidays.
- Professional development opportunities.