

MUSEUM

of Science & History

PINK PALACE

3050 Central Ave, Memphis, TN
38111 | memphismuseums.org

Development Director

The Museum of Science and History

Located in Memphis, TN, the Museum of Science and History is a well-established 501c3 that seeks to create a community of people who share a richer understanding of one another and the world around us. The Museum family consists of the Pink Palace Museum, the Lichterman Nature Center, the Coon Creek Science Center, and other historical properties. We inspire discovery through collecting, preserving, and interpreting the cultural histories and natural sciences that shape our region.

Join our team as we embark on an exciting phase of executing our new vision. Our museum is committed to telling our story by:

- Advocating for Authenticity – Illuminate varying perspectives and uphold accurate interpretation, without glossing over tough ideas.
- Magnifying Belonging – Building active audiences through outreach, co-creation, and participatory inclusion.
- Embodying Holistic Stories – Incorporating context and presenting lesser known stories to portray a complete, systemic picture of the region and its history.
- Constructing Intersections – Creating welcoming common spaces that encourage serendipitous and unstructured engagement and foster meaningful interactions between diverse groups of people.

Responsibilities

As a core member of the Executive Director's management team, the next Development Director will create a charitable environment of support for the Museum's strategic initiatives to ensure a sustainable, long term relationship with donors. The Director will need to provide innovative, visionary and strategic operational planning and leadership for all Museum development activities which align with our strategic plan. The Director will need strong leadership skills to communicate the challenges and goals of funding opportunities and will cooperate with the Board of Trustees to reach development goals.

The Development Director will need to be a highly skilled and effective fundraiser and manager who has a proven track-record of securing large donations. This will require a professional who can envision and engage new relationships/audiences, set and exceed goals and expectations, cultivate and grow existing relationships, and motivate and inspire cohorts while raising funds for operations, capital needs and the endowment.

The Development Director will manage a three member team consisting of a part time Grants Administrator, a full time Membership Manager and a full time Events Manager. Currently, these departments are not aligned with Development. The Director will create a new departmental structure, which aligns all goals and objectives. The Director will be expected to set and manage the budgets for each of these areas.

The Museum's existing development model is heavily dependent on local foundation support. The new Director will be expected to increase individual and corporate donors, including bequests, federal and state grant opportunities, and fundraising events as components of revenue. It is anticipated a major capital campaign will be initiated within 5 years.

Qualifications

- A bachelor's degree is required; advanced degree or certifications desirable.
- At least 5 - 7 years' experience successfully leading a significant development program.
- Experience in a non-profit organization, cultural or educational institution or equivalent preferred.
- Working knowledge of all areas of development including but not limited to major gifts, annual giving, membership, corporate and foundation giving, planned giving, campaigns, research and federal and state grants.
- A proven record of personal achievement exceeding ambitious revenue targets.
- Ability to work successfully in an environment with staff and other department managers.
- Proficiency in setting goals and evaluating and communicating success.
- Ability to understand and analyze data for effective prospect strategy and programmatic reporting.
- Strong skills with MS Office products and ticketing, membership and other CRM type systems. The Museum utilizes tickets.com for ticketing and membership functions and Prophix for budgeting.
- Exceptional organizational and management skills.
- Successful manager who encourages open communication, creativity and a fail fast mentality.
- Flexible and adaptable work schedule with the ability to attend functions, work nights and weekends as needed, manage competing demands, and work independently.

Compensation

Compensation is commensurate with experience and abilities. The Museum offers a full range of benefits, including health care, vacation and sick leave, 401k, and death and disability insurance. The Museum also offers life, dental and vision insurance.

To Apply

Submit one document with cover letter (providing your salary requirements and how you learned about the position) and your resume via email to:

Kevin Thompson
Executive Director
Museum of Science and History Memphis
Kevin.thompson@memphistn.gov

Applications will be accepted until March 31 or until the position is filled. The Museum of Science and History is an Equal Opportunity Employer and values diversity.

Writing samples, a short presentation and references will be required from finalists. Academic, credit and criminal background checks will be conducted before a final offer is made.

More information about the Museum of Science and History can be found on our website at www.memphismuseums.org.