



JOB DESCRIPTION

POSITION INTRODUCTION

TITLE: Development Manager

REPORTS TO: Chief Executive Officer (CEO)

GENERAL: The Development Manager works alongside the CEO to cultivate and communicate with donors to Florida Children's Museum. They are responsible for engaging a large and diverse donor community through email, phone calls, in-person meetings, and special events. This position reports to the CEO.

CORPORATE CULTURE & HOW TO BE SUCCESSFUL

Explorations V and Florida Children's Museum values employees who **P.L.A.Y.**

PLAN

LEARN

ACHIEVE YOUR GOALS

The Museum is open 7 days a week and can feel fast paced. The ability to plan your duties effectively advances the Museum's mission and makes the employee a strong asset. As a learning institution we value employees who continue to develop professionally and personally. We value employees who seek out development opportunities and will support requests for continued education as much as possible. Finally, everyone from Board, Staff, and Volunteers should set goals as a measure of measuring success. Achievement is the goal but sometimes that isn't possible due to outside factors. When you cannot achieve your goals, what did you learn about the process and how can that educational to the entire staff.

RESPONSIBILITIES

PRIMARY DUTIES

DONOR RELATIONS

- Represent the Museum at community events
- Host donor relation events at the Museum
- Send regular updates to donors about the Museum's impacts, outcomes, and needs
- Provide regular and timely reports on donor funding

STRATEGY

- Create and implement strategy for fund cultivation
 - Focus on gifts under \$25,000 and collaborate with CEO on gift strategy and cultivation over \$25,000
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ANNUAL FUND

- Create and implement an annual fund campaign
- Produce print collateral and collaborate with Community Relations Manager to plan external communications
- Establish relationships with Member+ donors and engage them in annual fund development

SPECIAL PROGRAMS

- Work collaboratively with other departments to produce engaging educational and engagement events
- Oversee budgets and revenue projections for all assigned programs

GENERAL DUTIES

- Respect coworkers
- Continue personal professional development and share knowledge with coworkers and leadership
- Serve as a backup for community outreach events
- Work hours are standard Monday through Friday with some nights and weekend shifts throughout the year for special events, flexibility available
- Other duties as assigned

QUALIFICATIONS

- Master's degree in arts administration, public relations, or related field preferred
 - Bachelor's degree or 5 years development experience required
 - Passion for hands-on learning & exploration
 - Ability to use Microsoft Office products including Outlook, Excel, and Word
 - Valid Driver's License
 - Employment contingent on passing a Level 1 background check
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Print Name
Development Manager

Signature

Date