



## Director of Development

Development Department

<b>Position</b>	Director of Development
<b>Supervisor</b>	Executive Director
<b>Status/Schedule</b>	Full time, 40 hours per week
<b>Level</b>	Director

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### MISSION OF PORTLAND CHILDREN'S MUSEUM

We develop innovative problem-solvers through playful learning experiences that strengthen relationships between children and their world.

### ORGANIZATION OVERVIEW

Portland Children's Museum consists of three aligned entities: (1) the Museum, where exhibits and programs serve the public both on- and off-site, (2) Opal School, a tuition-based preschool and K-5 public charter school, and (3) Professional Development, which documents and disseminates fresh approaches to learning for educators. In this description, Museum, School, and Center refer to the specific entity, while Portland Children's Museum (or, "the organization") refers to the whole.

### OUR COMMITMENT TO DIVERSITY AND INCLUSION

In the Portland metro area, 47% of students are children of color. At Portland Children's Museum, we strive to have our guest and school families reflect that diversity, and for our staff and board to be equally diverse. We are committed to eliminating barriers to access and equity and see a diverse workforce as a key step toward this goal. We actively seek to recruit, hire, promote, and retain a diverse workforce—one that welcomes and engages people from every background. We value our staff members, volunteers, and board members and their individual backgrounds, which further our ability to serve and learn from the diverse families that enrich our community.

### POSITION SUMMARY

The Director of Development oversees all fundraising for the Museum, Opal School, and Professional Development, achieving targeted revenue of \$800,000–\$1 million annually of the organization's \$4.2 million budget from individuals, foundations, corporations, and government sources. In addition to sustaining annual operations, the Director helps build the donor base of support and organizational capacity in preparations for a multi-million dollar capital campaign, to be formally launched in 2023 for the opening of a new building in 2028-29. The Director currently oversees a department of four staff with projected growth for the capital campaign.

## **RESPONSIBILITIES AND DUTIES**

### **Annual Fund Development (35%)**

- Develops annual fundraising plan to achieve organizational contribution goals from corporate, individual, government, and foundation sources.
- Develops a staffing structure to achieve those goals, maintaining a personal portfolio of donors and strategizing a portfolio for the Executive Director. Leads and implements moves management process to achieve these goals, and ensures accountability for results from each member of the team.
- Ensures implementation and continual improvement of the donor cycle of identification, cultivation, solicitation, recognition, and stewardship.
- Strategizes and supervises the planning and execution of fundraising events, including the organization's annual gala, to raise both visibility and support for the organization.

### **Organizational Leadership (20%)**

- Supports creation of the multi-year strategic plan, spearheaded by the Board of Directors.
- Staffs the board Fundraising Strategy Committee in support of the strategic plan and long-term goals. With the committee Chair, schedules regular meetings, develops the agenda, and coordinates logistics.
- Represents the Development Department at the Board of Directors meetings.
- Collaborates with the Executive Director and other department heads as a member of the staff Leadership Team to develop and implement the organization's annual plans.
- Represents the organization and builds relationships with peers, supporters, and prospects through personal networking and at events, both during the day and in evenings.

### **Development Team Leadership (20%)**

- Leads departmental planning and budgeting process, ensuring alignment with other departmental plans and the strategic plan.
- Monitors and ensures budget projections are being met or exceeded, changing course as necessary, and ensuring transparent communication and processes with finance staff.
- Oversees a department of four, currently including a Development Coordinator, Data Specialist, and two direct reports, a Grants Manager and Individual Gifts Officer. Restructures departmental positions as necessary to achieve departmental goals. Ensures accountability; high quality, timely, and efficient work; clear processes; strong collaborative relationships; and personal fulfillment for each team member.

### **Capital Campaign (20%)**

- With Executive Director and board leadership, identifies and engages a capital campaign consultant.
- With Executive Director, board leadership, and capital campaign consultant, develops and executes capital campaign strategy from needs assessment through feasibility study, quiet phase, major gifts, and public phase.
- Ensures that annual funding plans, staffing structure, board development, and major donor cultivation builds organizational capacity for the formal campaign launch in 2023.

### **Other Duties as Assigned (5%)**

## QUALIFICATIONS

### Skills

- Bachelor's degree or equivalent professional experience.
- Minimum three years in a nonprofit leadership position with experience in supervision of a staff team.
- Minimum five years' experience in fundraising, including capital campaign experience; proven track record in donor identification, cultivation, solicitation, recognition, and stewardship.
- Proven high-level planning experience, including ability to synthesize multiple goals into a coherent, concise, effective plan.
- Collaborative management style, experience in leading creative teams, and proven success in problem solving and conflict resolution.
- Ability to manage staff, budgets, and timelines effectively for multiple concurrent projects; ability to "manage up" to board and executive leadership.
- Ability to network in unfamiliar environments and build authentic relationships with high-net worth individuals, community leaders, elected officials, and philanthropists.
- Strong written and oral communication skills; effective presentation skills.
- Proven experience with Salesforce, Raiser's Edge, or other constituent management software.

### Competencies

- Comfort and excitement about an evolving organization on the cusp of growth and change.
- Passion for involvement during and through a major capital campaign.
- Creativity and boldness to offer alternative ideas, take other perspectives, and think flexibly.

### WORKING CONDITIONS

- Able to sit/stand at a desk for periods of time.
- Regular and reliable attendance required.
- Background check required.
- Evening and weekend work required

**TO APPLY** Please send a cover letter, resume, and three professional references via email to [resumes@portlandcm.org](mailto:resumes@portlandcm.org). Insert "Director of Development" in the subject line. No phone calls, please.

*We strongly encourage applications from members of historically underrepresented minority groups, people with disabilities and others who would bring additional dimensions of experience to our community.*