Job Title: Director of Development
Reports to: CEO
Classification: Exempt
Status: Full-time
Date Updated: 06/03/2024
Salary Range: $79,000-$83,000

Our Mission
The Modesto Children's Museum enriches the lives of all children by nurturing creativity, critical thinking, and a love for lifelong learning.

Our Vision
To be a world class and exploratory experience for all children that enriches, inspires and unites its larger community.

Position Summary
The Director of Development will support the Modesto Children's Museum's (MoCHiMu) mission and vision by directing and managing fundraising and special event efforts to meet MoCHiMu's short and long-term strategic goals. This individual should be an effective, forward-thinking fundraiser with excellent relationship-building skills, and an understanding and passion for hands-on, experiential learning. They will be responsible for developing and executing a comprehensive fundraising, events and stewardship plan. The Director will work as part of the leadership team and support full and part-time staff management in maintaining a strong culture that drives the organization to achieve excellence. The Director will play a critical role in ensuring that our MoCHiMu is a sustainable and enduring learning institution for years to come. This individual should be passionate about philanthropy, non-profit community engagement, and creating exceptional guest experiences.

Essential Functions, Duties, and Responsibilities
- Develop and oversee the implementation of the Annual Development Plan in consultation with the CEO, leadership team & board of directors.
- Manage & grow a portfolio of donors and prospective major donors across the Central Valley by leading in cultivation, solicitation, and stewardship.
- Maintain current, accurate and organized documentation of all donor and event activities.
- Develop and strengthen relationships with individuals, corporations, government agencies, and foundations.
- Research, prepare and administer grants to meet current strategic & programmatic goals.
- Work with the financial and education teams for timely grant proposals and grant report submissions.
- Maintain a high standard of communication as the donor point of contact.
- Oversee & implement all email solicitation and in-kind relationships for MoCHiMu's activities per all regulations and policies.
- Plan and implement special events for strategic initiatives related to donors, fundraising, and community awareness including but not limited to a donor gala, a donor thank you breakfast and a family fundraiser event.
- Evaluate reports, track performance against development plans, and implement strategies accordingly.
- Define, implement, and evaluate processes for efficiencies and best practices.
● Ensure MoChiMu meets its desired diversity and inclusion outcomes in our fundraising initiatives and partnerships.
● Provide excellent financial stewardship for all museum resources, address all fundraising compliance issues, and maintain the transparency necessary for a community-based non-profit.
● Support the CEO in hiring and maintaining a strong, cohesive, and diverse team of internal staff with a positive and collaborative culture.
● Maintain a high level of knowledge about museum exhibits, programs, and events to answer guest & donor questions and provide recommendations.
● Contribute to the MoChiMu’s mission by understanding educational best practices and engaging with guests on the museum floor.
● Be a positive MoChiMu representative and ensure the organization and its mission are consistently presented in strong, positive ways to the internal team, relevant stakeholders, and the public.
● Comply with all the MoChiMu policies and procedures, including but not limited to workplace safety, reporting work-related injuries, Infection Control, and preventing potential safety risks for staff, patrons, and others.
● Punctual and regular attendance is an essential responsibility of each employee at MoChiMu. Employees are expected to report to work as scheduled, on time, and prepared to start working. Employees also are expected to remain at work for their entire work schedule. Late arrival, early departure, or other absences from scheduled hours are disruptive and must be avoided.
● Maintain a willingness to support MoChiMu and the team in other collaborative projects, museum needs, and roles outside the assigned job description.
● Flexibility to work weekends, evenings, and holidays as needed.

Education and Experience

Education – A bachelor’s degree is required. Higher education or relevant business training is valued.

Experience – A minimum of five years of progressively responsible senior-level fundraising and development experience in a Children’s Museum or non-profit environment, and having start-up experience is strongly preferred. Proven experience with large-scale donors, strategic fundraising, event planning and grant writing is essential.

Knowledge, Skills, and Abilities

● Deep understanding of donor relations and fundraising principles.
● Ability to build and maintain relationships with donors, sponsors, and community partners.
● Experience in major gift fundraising, planned giving, corporate sponsorships, and other initiatives.
● Experience as an inspirational team leader with strong interpersonal communications skills.
● Ability to collaborate and build community relationships around a passion for hands-on, experiential education.
● Experience working with senior leadership teams and a board of directors.
● Ability to manage budgets and staff effectively.
● Ability to handle conflicts and challenges professionally and constructively.
● Ability to analyze processes and data and identify necessary improvements.
● Requires a high level of accuracy and attention.
● Strong organizational and problem-solving skills, with the ability to prioritize tasks and manage multiple projects simultaneously to develop creative solutions and make sound decisions.
● Good understanding of industry regulations and standards, including safety and security protocols for public spaces.
● Passion for MoChiMu’s mission and values.
● Well-spoken and polished demeanor and proficiency in written English is required, bilingualism highly preferred.
● Cultural sensitivity and demonstrated ability to work with diverse people groups.
● Proficiency with Google Suite (Gmail/Sheets/Docs/Drive) and CRM software (i.e. Altru, RazorsEdge)
Work Activities, Styles, and Requirements

Leadership: Be a dynamic leader with a deep understanding of MoChiMu's mission and a commitment to providing an enriching experience for children and families. Provide visionary leadership, setting clear goals and expectations for the team while fostering a culture of collaboration and innovation. Think outside the box to direct, cultivate, and expand institutional donor programs. Promote a culture of kindness and respect, creating a positive and welcoming environment for all who visit MoChiMu.

Fundraising: Be an adept relationship builder with high levels of organizational and political sophistication, experience in non-profit fundraising, and the ability to establish collaborative and strategic partnerships. Lead MoChiMu's fundraising efforts through donor outreach and exceptional donor relations to increase financial resources, identify unique funding opportunities and think beyond traditional sources.

Financial Management: Proven track record of exceptional financial management with demonstrated ability to achieve results transparently. Have the expertise to contribute to the annual budgeting process by establishing fundraising targets while ensuring that all operations are effectively administered and managed within budget constraints.

Communication: Be personable, compelling, and able to articulate the organization's mission to diverse audiences. Must demonstrate exemplary communication skills at all levels. Show passion by representing the organization and interact effectively with individuals and groups to establish and maintain long-term relationships with individuals and groups.

Character: Exhibit honesty and integrity to foster a culture of trust and transparency within MoChiMu. Be forward-thinking, flexible, and creative, bringing energy and enthusiasm to MoChiMu. Exhibit grace, empathy, and compassion towards colleagues and visitors, promoting positive relationships and creating an inclusive environment. Be the navigator by addressing difficult situations with sensitivity, professionalism, and understanding throughout MoChiMu.

Environmental Conditions
- Indoors in a typical office environment approximately ninety-five percent (95%) of the time.
- Routine use of standard office equipment such as computers, phones, photocopiers, and filing cabinets.
- Frequently work at a fast pace with unscheduled interruptions.
- May occasionally move (walk or drive) from one work location to another for company purposes.

Physical Demands
- Ability to use one or two hands to grasp, move, handle, control, feel, and assemble objects, tools, or controls.
- Ability to use fingers to grasp, move, or assemble small objects.
- Ability to walk, sit, stand, stoop, crouch, and climb stairs.
- Ability to move and lift up to 20 pounds.
- Ability to see the differences between colors, shades, and brightness.
- Ability to see. (far/near).
- Ability to talk or hear.
- Regular and consistent attendance.
Changes: This job description will be updated if duties and responsibilities change significantly. Job functions are subject to modification based on business necessity.

ADA/FEHA: MoChiMu will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990 and California’s Fair Employment and Housing Act.

EEO: MoChiMu is an equal-opportunity employer. All aspects of employment, including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and business needs. We celebrate diversity and are committed to creating an inclusive environment for all.