



## Job Description

<b>Job Title:</b>	Director of Donor Relations
<b>Reports to:</b>	Executive Director
<b>FLSA Status:</b>	Exempt
<b>Hours:</b>	Full-time

### Summary:

The Director of Donor Relations, in coordination with the Director of Development, is responsible for the oversight and management of the Museum's non-earned revenue. This may include, but is not limited to grants, donations, annual appeals, special events and any planned giving, capital or endowment campaigns. Included in the Director of Donor Relations primary responsibilities are all aspects of donor stewardship.

The Director of Donor Relations works closely with the Director of Development & the Executive Director as a representative of the Museum in the community. The Director of Donor Relations is also responsible for maintaining a strong and engaged dialogue with the Museum's Board of Directors.

### Primary Responsibilities and Results:

- Establishes, with Executive Director, annual non-earned revenue fundraising goals and strategies that support the Museum's strategic plan. Monitors and reports on progress in a timely and regular basis
- Works with the Development Associate, whose major tasks include maintaining the donor database and correspondence with donors, grantors and corporate partners
- Identifies and secure grants from government, foundations and corporations
- Identifies and secures donations from corporations, individuals, foundations and organizations
- Produces grant/funding proposals and letters of request to secure aforementioned grants and donations

- Identifies prospects and develops new relationships with those who have capacity and propensity to give
- Conducts and/or coordinates active major gift solicitation program with lead staff and board members
- Participates and supervises the Museum's acknowledgement process for all donations
- Participates and supervises the ongoing development and maintenance of a comprehensive donor stewards program including prospect, donor and member database
- In coordination with the Executive Director, works with the Museum's Board of Directors by attending monthly meetings, participating on the Development Committee
- Produces accurate analytic reports for development efforts in partnership with Development Associate
- Works with the Museum's Director of Marketing to effectively communicate and support a culture of philanthropy for the Museum
- Works with the Director of Development & Executive Director to raise the Museum's profile in the community
- Performs other duties as assigned and/or necessary

## **Qualifications:**

### **Education and Experience:**

- Bachelor's degree is required. Master's degree is preferred.
- Five years or more successful experience in donor development and fundraising
- Successful experience in grant and proposal writing
- Certified Fundraising Executive credential desired
- Equivalent combination of education and experience will be considered

### **Language Skills:**

- Excellent listening, verbal and written communication skills required
- Formal grant and proposal writing skills
- Ability to read, analyze and interpret funding documents
- Ability to speak, read and write Spanish desired

**Computer and Mathematical Skills:**

- Proficient with MS Office Suite, including Word, Excel and Outlook
- Experience with donor database / tracking software preferred
- Experience with online research tools for grants
- Ability to successfully analyze and create budgets

**Other Skills and Abilities:**

- Demonstrated leadership and the ability to successfully multi-task
- Excellent interpersonal skills
- Proficient organizational skills
- Availability to work occasional evenings and weekends

**Reporting Relationships:**

- The Director of Donor Relations is a member of the Museum's senior staff and reports directly to the Executive Director

**To Apply:**

Please send letter and resume (including professional references) to

Michael@ChildrensMuseumTucson.org

or

Michael Luria, Executive Director

Children's Museum Tucson

200 S. Sixth Avenue

Tucson, Arizona 85701

Electronic submissions should be in Word or PDF format