



JOB DESCRIPTION

Title: Director of Advancement
Employee Classification: Full Time, Exempt, Salary
Work Schedule: 40 Hours a week, approximately 8:30 AM—5:00 PM
 (additional hours required on: after-hours meetings, weekend events, etc)
Reports To: Executive Director
Job Purpose: Supports Seattle Children Museum's mission and operations by raising funds from individual donors, corporate sponsors, foundations and government sources.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1.	15%	SETS DEVELOPMENT POLICIES & DEVELOPS/MONITORS ANNUAL DEVELOPMENT PLAN	4.	15%	COMMUNITY & BOARD RELATIONS
		<ul style="list-style-type: none"> • Develop annual and multi-year fundraising plans. • Supports ED and Dir of Communications in their portion of the fund-raising plan • Seeks alternative funding opportunities to assure a multi-layered approach to meet goals • Manages all procedures for fundraising endeavors • Supervises Advancement & Grants Manager and other limited staff on a project-basis for fundraising efforts as determined by staffing plan 			<ul style="list-style-type: none"> • Develop and maintain relationships to give SCM visibility in local governments, peer organization, and other stakeholder communities (e.g. represent SCM and/or arrange ED attendance at meetings with gov't cultural staff, other Seattle Center campus organizations, political fundraising events, community celebrations). • Develop and maintain relationships w/ board members, primarily in relation to fundraising and board development. • Report regularly to board members on fundraising activity; support them in developing their own donor portfolios of corp. contacts and individual prospects. • Provide staff support to Development Committee, Corporate Breakfast Committee & other ad-hoc committees, as needed.

2.	25%	INDIVIDUAL DONOR RELATIONS	5.	10%	STRATEGIC PLANNING
	15% Major Donors 10% non-major (online)	<ul style="list-style-type: none"> ● Develop & maintain relationships between SCM and portfolio of 50-75 upper-level donors and prospects. ● Maintain information and records on major donors and prospective major donors. ● Assure that major donors receive benefits & personalized communication. ● Oversee two annual fundraising events, with event planning details by staff ● Develop on-line opportunities for giving by non-major donors. 			<ul style="list-style-type: none"> ● Serves with ED, Dir of Communications for strategic organizational planning – both short-term and long-range ● Serves with Directors Team on Task Force and/or Board Strategic Planning ● Advisory role to multiple strategic planning groups on viability of revenue streams available through grants and donors
3.	30%	ORGANIZATIONAL DONOR RELATIONS	6.	5%	MUSEUM OPERATIONS ASSISTANCE
	15% steward/ meetings/ research 15% Proposal writing	<ul style="list-style-type: none"> ● In partnership with and support of Advancement & Grants Manager, research grant prospects and RFPs from foundations, formal corporate giving programs, corporate foundations, and local, regional and national gov't sources. ● Develop, submit and steward corp sponsors of fundraising events and SCM exhibits/programs. ● Oversee research and submission of proposals in support of special projects (eg BIG). ● Develop relationships with organizational representatives. ● Develop budgets and case statements for Museum programs and capital/construction projects. ● Make in-kind requests/support other staff in doing so. ● Write, edit and submit grant proposals. 			<ul style="list-style-type: none"> ● On an as-needed basis, assist in managing Museum operations Provide “on-call” coverage for the Museum on weekends and after-hours, as needed. ● Participate in Directors’ Team meeting and planning meetings for the Museum. ● Utilizes experiences from Operational duties to help formulate strategic goals

JOB QUALIFICATIONS

EDUCATION:

- Minimum education: Bachelor's degree in non-profit management, Communication, Business or Marketing preferred. A mixture of education, work experience, and verifiable fundraising experience can substitute.
- Advanced degree in non-profit management and/or CFRE preferred.

EXPERIENCE & SKILLS:

- Minimum seven years broad-based fund development experience, with a background in annual giving strategies, organizational/foundation grant programs, and special events.
- Experience in major gift fundraising required.
- Experience required managing and working with volunteers groups, committee members and/or trustees.
- Experience in strategic/long range planning required.
- Working knowledge of donor relationship or customer relationship management software. eTapestry preferred (other applicable experience with CRMs or databases).
- Experience in museum development, the arts, education or cultural attractions desirable.
- Community relations/government relations experience preferred.
- Knowledge of Seattle and Pacific Northwest philanthropic community.
- Experience managing grant application and reporting processes.
- General knowledge of Windows Office applications- Access, Excel, Word and financial management software (e.g. Quickbooks).
- Excellent verbal and written communication skills required.
- Demonstrated ability to work effectively as a member of team
- Demonstrated ability to work in a team-based environment implementing fund development programs.
- Ability to develop and execute annual and multi-year development programs.

Please sign below stating you have read and understand the above job description.

Employee's Signature

Date