



## Director of Development Job Description

Reporting to the Executive Director, the Director of Development is responsible for developing, managing and implementing the overall fundraising strategies for the Children's Museum & Theatre of Maine to achieve operating and strategic objectives. Duties include overseeing major gifts, annual giving, endowment, and planned giving, as well as special events, corporate membership and sponsorships, and grants programs.

### **Responsibilities:**

- Sustain, grow and foster relationships with Children's Museum & Theatre existing donors
- Engage and cultivate relationships with prospective donors
- Establish and implement fundraising goals, priorities and policies in concert with the Executive Director and Board of Directors.
- Broaden the Museum & Theatre's base of financial support by cultivating and pursuing new revenue sources (earned and contributed) while maintaining current revenue sources.
- Develop and monitor systems and procedures to support contributed and earned revenue streams.
- Create a yearly work plan for the Development department and work with staff members to implement the strategies outlined within it.
- Create a donor communication plan in coordination with Communications Manager
- Supervise professional staff, consultants, contractors and volunteers in implementation of major gifts, annual giving, corporate membership, endowment, grants, and planned giving.
- Oversee implementation of gift entry and acknowledgement systems.
- Coordinate donor cultivation and fundraising efforts with the Capital Campaign Director
- Prepare and administer departmental budget.
- Serve as an active member of the management team.
- Perform other duties as assigned by supervisor
- Participate in annual self-evaluation and review

### **Qualifications:**

- Bachelor's degree required; Master's degree a plus
- Successful experience in all areas of development, preferably in a museum, performing arts or educational setting
- Proven track record of achieving earned and contributed income targets totaling \$1,000,000+ annually
- Excellent management, planning and organizational skills
- Exceptional interpersonal and communication skills (verbal and written)
- Excellent persuasive writing, editing and proofreading skills
- Ability to problem solve and meet deadlines
- Tech savvy, specifically with database/customer relations management software
- Team player



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**TO APPLY:**

Submit cover letter, resume and employment application via mail or email to:

Suzanne Olson  
Executive Director  
142 Free Street  
Portland Maine, 04101

[hire@kitetails.org](mailto:hire@kitetails.org)

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