



## Job Description

<b>Job Title</b>	Director of Philanthropy
<b>Reports to</b>	Executive Director
<b>FLSA Status</b>	Exempt
<b>Hours</b>	Full-time M-F, occasional evenings and weekends
<b>Salary</b>	\$70,000

### Summary

The Director of Philanthropy is the senior member of the Museum's engagement team and is responsible for the oversight and management of all the Museum's annual contributed revenue. This includes grants, donations, annual appeals, sponsorships, special events and facility rentals, and planned giving. This position is the senior position in the development team and will work closely with the senior leadership to ensure alignment of funding priorities and capacity for implementation in furtherance of the Museum's mission. The Director of Philanthropy will also work closely with the Executive Director for any capital and endowment campaigns.

The Director of Philanthropy works closely with the Executive Director as a representative of the Museum in the community and is responsible for maintaining a strong and engaged dialogue with the Museum's Board of Directors. The Director of Philanthropy is a member of the senior leadership team and a key contributor to the development of short- and long-term strategy, budgeting and planning.

The Engagement Team includes: The Director of Philanthropy, Director of Strategic Engagement, Development Manager, Events Coordinator.

Direct reports include: Director of Strategic Engagement, Development Manager.

### **CMT is dedicated to five principals of internal organizational culture:**

Inclusion, Accessibility, Professional Growth, Collaboration and Transparency.

### **Primary Responsibilities and Results**

- Helps establish annual contributed revenue fundraising goals and strategies which support the Museum's strategic map and annual fundraising plan. Monitors and tracks progress in a timely and regular basis
- Works in collaboration with the Director of Strategic Engagement, whose major tasks include maintaining the donor database and comprehensive donor stewardship with donors, grantors and corporate partners
- Work closely with grant partner and individually to build upon existing relationships and identify new funding sources, submit proposals and secure grants from government, foundations and corporations
- Identify and secure donations and sponsorship support from corporations, individuals, foundations and organizations

- Identify prospects and develop new relationships with those who have capacity and propensity to give
- Conduct and/or coordinate active major gift solicitation program with lead staff and board members
- Support in the development and implementation of the Museum's fundraising events in collaboration with the Engagement Team
- In coordination with the Executive Director, work with the Museum's Board of Directors by attending monthly meetings, participating in various board committees and other board-related tasks
- Produce accurate analytic reports for development efforts
- Work with the Museum's Director of Marketing to effectively communicate and support a culture of philanthropy for the Museum
- Work with the Executive Director to raise the Museum's profile in the community
- Perform other duties as assigned and/or necessary

## **Qualifications**

### **Education and Experience**

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

### **Language Skills**

- Excellent listening, verbal and written communication skills required
- Extensive grant and proposal writing skills
- Ability to read, analyze and interpret documents

### **Computer and Mathematical Skills**

- Proficient with MS Office Suite, including Word, Excel and Outlook
- Experience with donor 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

## **Core Competencies**

### **Leadership**

The employee must inspire and motivate others to perform well, delegate work assignments, and commit to long hours of work when necessary to reach goals. Must volunteer readily, take independent actions and calculated risks, and treat others with respect and consideration regardless of their status or position.

### **Diversity and Inclusion**

As an organization that holds equity and innovation as core to its mission and vision leaders are expected to embrace and embody a commitment to organization's values. By leveraging this commitment, leaders are successful in cultivating a team who seamlessly become change agents showing respect, sensitivity and value for cultural differences, and thriving in diverse and inclusive environments.

Leaders are also encouraged to demonstrate

- Courage to challenge entrenched organizational attitudes and practices that yield homogeneity
- Cognizance of bias, their own as well as others
- Curiosity and Cultural intelligence, the open-mindedness and passion for learning and better understanding of practices and perspectives of difference
- Collaboration, creating an environment in which team members feel empowered to contribute leveraging each other's diverse knowledge and capabilities for the ultimate progression of the Museum's mission and positive impact working within the community.

### **To Apply:**

Please send letter and resume (including professional references) to

[Carol@childrensmuseumtucson.org](mailto:Carol@childrensmuseumtucson.org)

Carol Sayler Director of Human Resources

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