



**Job Title:** Development Manager  
**Reports to:** Director of Development  
**FLSA Status:** Exempt  
**Hours:** Full-time  
**Salary:** \$55,000

*Children's Museum Tucson provides fun, play-based, interactive, hands-on learning experiences for children and families throughout Tucson and Southern Arizona. While we pride ourselves on inspiring children and their families to reach their full potential through discovery, creativity, and learning, we also focus on this vision among our staff.*

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

- Authentically reflecting the community we serve
- Professional growth
- Collaboration
- Transparency
- Accessibility

**Summary:**

*The Development Manager is responsible for the mission of Children's Museum Tucson | Oro Valley by leading and executing fundraising initiatives, including grants, sponsorships, and donor engagement strategies. As a member of the development team this position reports directly to the Director of Development and supervises the Stewardship Coordinator. This role drives contributed revenue growth through prospect cultivation, donor stewardship, and effective grant management while ensuring accurate reporting, compliance, and alignment with organizational goals.*

**Primary Responsibilities and Results:**

- Manage the full lifecycle of annual and programmatic grants and sponsorships
- Oversee grant writing activities, including coordination with external grant writing firm and internal submissions
- Ensure timely and accurate grant reporting and compliance requirements
- Maintain the grants calendar and submission schedule
- Execute a strategic donor communication plan
- Cultivate relationships with new prospects and maintain engagement with existing funders
- Conduct ongoing prospect research to identify funding opportunities
- Oversee stewardship efforts, including event-related engagement and follow-ups

- Maintain and manage donor and prospect records within database systems (e.g., Altru)
- Support annual Evening of Play fundraising efforts, including sponsorship tracking and event registration oversight
- Coordinate with internal teams on grant budget reconciliation
- Align development activities with program budgets and organizational funding goals
- Supervise and support the Stewardship Coordinator
- Collaborate closely with the Director of Development and cross-functional teams (marketing, programs, events)
- Work alongside Education team to ensure programs and grants/funding goals are mission aligned

**Qualifications:**

***Education and Experience:***

- Bachelor's degree preferred. Equivalent combination of education and relevant experience will be considered
- Minimum three years' experience in Development/ Fundraising
- Experience in Grant Writing
- Experience in Database management, Altru/Blackbaud preferred

***Language Skills:***

- Excellent listening, verbal and written communication skills required

***Computer Skills:***

- Proficient with MS Office Suite, including Word, Excel and Outlook
- Working knowledge of a CRM database, Blackbaud Altru preferred
- Working knowledge of project management tools, such as Monday.com or Asana
- Comfortability with use of AI within museum policy

***Other Skills and Abilities:***

- Grant Management system creation/maintenance
- Ability to successfully multi-task and prioritize projects
- Adaptability and flexibility to adjust to changing work demands
- Excellent communication and interpersonal skills
- Professional demeanor with diverse clientele
- Proficient organizational and time management skills
- Ability to work on independent projects
- Demonstrates ability to solve problems independently and show initiative
- Leads by example to instill a positive workplace culture
- Sense of play and wonder!