



TITLE/POSITION: Director of Development

Reports to: Executive Director

General Responsibilities: The Director of Development serves on the senior management team and leads all development and event activities for continued growth of the organization.

Duties will include but are not limited to:

1. Develop and implement an annual fundraising plan to support the contributions budget.
2. Expand the organization's funder base to grow exhibit sponsorships.
3. Research, cultivate, and solicit new donor prospects and sponsors.
4. Work with the grant writer and assist with identifying grant opportunities, editing and submitting grants and subsequent reports in a timely manner.
5. Ensure timely and appropriate donor recognition.
6. Develop, cultivate and maintain a strong positive relationship with major donors.
7. Serve as liaison to the Board Development Committee.
8. Work with Development Committee Chair and Executive Director to prepare agenda and monthly reports for committee.
9. Work with Development Committee Chair and Executive Director to engage the board in fundraising and soliciting of support.
10. Serve as lead to fundraising auxiliary and work to expand its capacity and its role in the organization.
11. Lead the planning and execution of annual fundraising event(s).
12. Work directly with the Director of Communications to ensure the development of timely and accurate collateral and website copy, digital media, invitations, and annual report.
13. Serve as a key member of the management team at Wonderscope.
14. Increase the visibility of the organization to funders with outreach and communication and serve as a representative of the organization when needed for networking, speaking engagements, etc.

Skills Required:

1. Positive, energetic, and dynamic personality with a passion for children and education.
2. Exceptional interpersonal, leadership, and organizational skills.
3. Strong communication skills.
4. Strong knowledge of local and regional philanthropic community.
5. Ability to be creative, outward-focused, adventurous.
6. Experience researching and writing grants.
7. Experience working with committees and auxiliaries.
8. Bachelor's degree with up to 5 years of development experience.
9. Willingness to step in and do all that is required for the success of the organization.