WESTCHESTER CHILDREN'S MUSEUM

POSITION DESCRIPTION

Position: Director of Development

Organization: The Westchester Children's Museum (www.discoverWCM.org)
Location: Rye, New York (in the Bathhouses on the Boardwalk at Playland)

Reporting Relationship:

The Director of Development will report to and work closely with the Executive Director and will work closely with the Board of Directors on fundraising, membership development, the capital campaign and event planning.

About the Westchester Children's Museum:

The Westchester Children's Museum is a celebration of childhood. The museum's exhibits and programs draw from the region's rich history, cultural diversity, flourishing ecosystems, and literary and artistic traditions. The museum is a hands-on cultural and educational institution for all children and families. It is a dynamic resource for schools and provides programming and a welcoming environment for special needs children. Programs target children ages 0-12, but learning does not stop there. Through internships for middle and high school age students, there are opportunities for children to continue to grow and explore.

The Westchester Children's Museum offers:

- A 6,500 square foot, vibrant, interactive, safe setting for children and adults to come together and interact with each other and other members of their community;
- Hands-on programs on and off-site designed to stimulate creative thinking and problem-solving skills;
- Accessibility for all learning styles and abilities; and
- A new venue for school trips, including pre- and post-visit educational programs.

In addition to onsite exhibits and activities, the museum provides educational programming through a variety of community-based organizations. Since 2010, our "Museum Without Walls" program has reached more than 20,000 children at more than 50 local community centers and schools.

About the Opportunity

The Westchester Children's Museum's Director of Development will be responsible for annual fundraising as well as major gifts cultivation to support Phase 2 and beyond museum growth to complete our 22,000 square foot facility. The Director of Development is a member of the museum's senior team and will provide leadership, strategic direction and overall management of a comprehensive fundraising program including the museum's current capital campaign, annual and planned giving programs; corporate, foundation and government relations; identification, cultivation, and stewardship of fundraising prospects; and development of the museum's membership program. Working closely with the Executive Director, this individual will raise operating and capital funds through major gift solicitation; board development and engagement; foundation, corporate and government support; special events and related activities. The Director of Development will work closely with and strategically guide a sophisticated, connected and committed Board of Directors and the Executive Director in executing all fundraising initiatives. The individual will also help supervise the office assistant.

Essential Duties & Responsibilities (including but not limited to)

- Plan, design, and evaluate strategies for the stewardship of all aspects of fundraising including oversight of the museum's membership program;
- Play a key role in the execution of the museum's current capital campaign;
- Manage and coordinate with the Board of Directors to help achieve all fundraising goals;
- Expand pool of prospective donors;
- Facilitate the myriad tasks that must be undertaken to advance the work and progress of the museum, including preparing materials and information that will be used in meetings with prospective donors;
- Maintain contact with and help to develop proposals for foundations and corporations;
- Work with the Board of Directors to develop and execute two annual fundraising events;
- Oversee the maintenance of office systems to support all development projects and operations;
- Supervise donor and gift acknowledgement, record-keeping and report requirements;
- Work with museum's senior staff and board to develop and manage marketing & public relations programs; and
- Be part of a growing team with substantial potential for job growth.

Candidate Profile

- A professional fundraiser with direct major gift and corporate sponsorship responsibility; prior capital campaign experience is especially desirable.
- A team-oriented manager of the solicitation and cultivation process with strong organizational skills.
- A strategic thinker who has demonstrated resourcefulness in working collaboratively with many constituencies.
- An individual who consistently demonstrates discretion and a professional, diplomatic, positive attitude with all people.

- B.A. degree plus experience using sophisticated fund raising database products; excellent speaking, writing, editing and proofreading skills.
- A passion for children and the power of children's museums a must!
- Knowledge of Westchester and its towns and neighborhoods a plus!
- The position will require working some evenings and weekends related to museum cultivation efforts and fundraising events.

Compensation
Salary is competitive and commensurate with experience. Flexible work week arrangement considered for exceptional candidate with proven record.

To Apply
Submit a resume and cover letter by email to staffing@discoverwcm.org