



BROOKLYN CHILDREN'S MUSEUM JOB DESCRIPTION

POSITION/TITLE:	Director of Development & Events
STATUS:	Non-Union, Exempt
SALARY:	\$90,000
DEPARTMENT:	Development

Brooklyn Children's Museum (www.brooklynkids.org) is the world's first children's museum and a pioneer in the field of informal learning. Rooted in its vibrant Brooklyn community, the Museum's early childhood programs and exhibits engage visitors through play-based learning at the intersection of culture, the arts, and science. The Museum serves 300,000 children and adults annually.

Position Summary

Reporting to the CEO, the Director of Development designs and executes a fundraising strategy that supports the Museum's general operations and capital initiatives, raising over \$1 million annually for the Museum. The portfolio includes institutional and government fundraising; corporate membership; individual membership and giving; the Museum's annual benefit; as well as space rentals, birthday parties and related earned income initiatives. This position works closely with the Board of Trustees and contributes to strategy and planning for exhibitions and capital fundraising.

The Director of Development supervises two full-time staff members, a director of government and community affairs and a development associate, and may oversee additional staff, volunteers and consultants. As a member of the senior leadership team, the Director works closely with the executive team and programming departments to identify priorities and develop funding strategies. The Director also supports floor staff and works with visitors as needed.

Roles and responsibilities include:

- Develop departmental goals and strategies, and create revenue and expense budgets
- Working with staff and leadership, create and execute strategies to meet and exceed annual goals
- Schedule, track and write proposals for major institutional gifts, and developing strong supplementary materials for these proposals
- Grow BCM's corporate membership program by identifying, cultivating and soliciting corporate membership gifts, and developing compelling materials to support this work
- Identify, cultivate and solicit prospects for operating, programmatic, and capital support
- Manage BCM's individual membership program, including acquisition, cultivation and renewals
- Oversee space rental and birthday party programs to generate earned revenue

- Manage the fundraising committee of the board of trustees and develop board materials
- Oversee the annual fundraising event, which raises approximately \$450,000
- Conduct the annual appeal and maintaining the portfolio of family foundation support
- Creating and improve systems and process to support fundraising operations
- Organize cultivation events and maintain donor stewardship/communication schedules
- Other duties as needed

Qualifications

- 5-7 years of fundraising experience, preferably in a museum or other non-profit educational organization. New York City candidates familiar with Brooklyn preferred.
- Proven success in engaging individual donors, working with trustees, and securing institutional support. Experience in managing fundraising events preferred.
- Excellent written, verbal and interpersonal communication skills.
- Collegial, collaborative and flexible, and enjoys working with people in an external role.
- High attention to detail and understanding of best practices in donor cultivation.
- Knowledge of Altru or other Blackbaud donor databases preferred.
- Demonstrated management ability, with excellent communication, writing and team leadership, operations and interpersonal skills.
- Familiarity with Brooklyn, cultural or education settings, and commitment to BCM's mission.
- Bachelor's degree from an accredited university.

Schedule and Hours of Work

BCM values an equitable, flexible and family-supportive environment. Currently, senior staff at Brooklyn Children's Museum work in the office three days per week, on Wednesdays, Thursdays and one weekend day (either Saturday or Sunday). The remaining two days per week can be worked in the office or remotely. Candidates should be available to work a weekend day, and willing to support for our floor staff on that day, with no exceptions. On occasion, staff members are expected to attend meetings and events at times they are not normally scheduled to be in the office, including evenings. Schedules are subject to change.

Compensation

Salary at \$90,000; excellent benefits and vacation time, including health, dental and vision insurance. Additional benefits, including pension and life insurance, available with tenure.

To apply

Applicants should send a cover letter and resume as one PDF to careers@brooklynkids.org with "Director of Development" in the subject title.

We value a diverse workforce and an inclusive culture. BCM encourages applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, disability, and veteran status.

May 2020