



**Position:** Director of Development  
**Organization:** EdVenture  
**Reports To:** President & CEO  
**Direct Reports:** Grants Manager and Development Associate  
**Position Type:** Full Time; Exempt

**Organization:** As the largest children’s museum in the southeast, EdVenture has been inspiring the joy of learning in children, youth, and the adults who care about them for over 15 years. EdVenture impacts children and families across our state through exhibits and programs focused on early childhood education, health and wellness, STEAM education, and youth and workforce development.

**Summary:** Garner financial support for EdVenture through individual and corporate giving, sponsorship, grants, and events by cultivating relationships and soliciting donors for charitable gifts.

**Work Schedule and Conditions:** Regular daily schedule of 40 hours per week with some travel, evening and weekend work required in an office environment and in the community.

**Primary Responsibilities and Duties include, but are not limited to:**

**1. Donor Engagement and Solicitation**

- a. Garner financial support by creating and maintaining a qualified caseload of 100+ donors with capacity to give annual (\$1,000-\$5,000) and major gifts (\$5,000+).
- b. Identify and research annual and major gifts prospects; updating regularly.
- c. Create individual goals for each donor based on the donor’s history of giving and knowledge of the donor’s capacity to give; review with CEO and others, as necessary.
- d. Create, implement and maintain a relationship plan for each qualified prospect, using a “moves management” approach that includes other staff and/or key volunteers to assist with this plan; create effective offers and asks.
- e. Build and nurture relationships with donors ensuring the donor interests and passions are fulfilled by visiting, calling, e-mailing serving as the primary contact and educating them on annual needs and transformative opportunities – all in order to secure future gifts.
- f. Plan and implement cultivation and stewardship events at the museum, in homes and/or other settings, supported by Development staff.
- g. Cultivate and engage board and volunteer leadership in the identification, evaluation, cultivation and solicitation of donors.
- h. Develop and maintain thorough knowledge of museum programs and needs – working to match museum activities with donor interests.

- i. Build network and advisory team of legal, tax and investment experts to influence and support planned and other major gifts.
- 2. Development Department Strategy and Management**
    - a. Develops and monitors annual development plans for department and all staff. Monitor monthly implementation, supporting staff as needed in the achievement of their goals and budgets.
    - b. Lead monthly prospect review sessions with staff and volunteers.
    - c. Direct monthly fundraising calls and other work by development staff, including strategy development, use of volunteers, role of program staff.
    - d. Involve trustees and other volunteers in development activities as needed.
    - e. Manage expense budget for all development functions.
    - f. Direct the development of special events and fundraising volunteers to both generate revenue for EdVenture and develop closer relationships to mission.
    - g. Mentor talent within department and the organization to assure a mindset for constantly stewarding your donors and prospects permeates the organization.
  - 3. Communications, Documentation and Stewardship**
    - a. Works with Marketing department to plan and implement donor communications, including, but not limited to case for support, development materials, annual report, news reports, internal research and reports, stories of impact, etc.
    - b. Direct plans for cultivation, solicitation and stewardship for all current and potential funders in all giving categories.
    - c. Supervise all grant reporting required by donors, ensuring that project directors meet reporting deadlines. Effectively negotiate/re-negotiate with funders if and when grant activities need to be revised.
    - d. Maintain accurate and up-to-date records of communication with prospective and current donors.
    - e. Record critical donor information in central database. Ensure donor research is recorded by self and department staff. Use data to create metrics for segmenting, prioritizing and evaluating donors and prospects.
    - f. Provide individual and team progress updates to CEO and Board to ensure maximum transparency and coordination.
  - 4. Perform other duties as assigned.**

**Knowledge, Skills and Abilities Required:**

- Bachelor's degree
- Minimum of 5 years in development, major gifts experience essential
- Demonstrated successful fundraising experience, major gift solicitation/cultivation, volunteer management, project management
- Ability to analyze donor information, plan, and set goals,
- Exceptional analytical, strategic and tactical ability as well as demonstrated oral and written communication skills
- Demonstrated diplomacy and collaboration skills to work effectively with donors, board members and other volunteers

- Proven ability to exercise good judgment, customer service and discretion in work with sensitive, confidential donor information and with other team members in the organization

**Application Instructions:** Send a resume and completed job application (found [here](#)) to [jobs@edventure.org](mailto:jobs@edventure.org).