



## Great River Children's Museum: Development Director

**Position Title:** Development Director

**Status:** Full Time - W2 - Exempt

**Reports To:** Executive Director

**Salary:** Range – dependent upon experience

**About GRCM:** *Great River Children's Museum is registered 501(c)(3) non-profit organization working to develop and operate a children's museum to serve the communities of greater St. Cloud and Central Minnesota. Our mission is to shine a bright light on the power of play to spark children's learning, strengthen families, and build community connections. With funds raised through a capital campaign, we are constructing a place where every child and their caring adults can create, explore, discover, and be inspired through the extraordinary power of play.*

*Great River Children's Museum seeks to build a culture of respect and inclusivity and to employ a team with diverse lived experiences and identities. As a child and family serving organization located in a vibrant community, we are grateful and inspired in our role to create opportunity and increase the quality of life in St. Cloud and the surrounding areas.*

**Position Overview:** The Development Director will play a key role in securing financial support for Great River Children's Museum ("GRCM") by developing and implementing effective fundraising strategies. This position requires a motivated, energetic, and kind individual with excellent communication and interpersonal skills, a keen understanding of fundraising principles, and a genuine commitment to the museum's mission and to the communities that the museum serves. The Development Director will work closely with the Executive Director and the Board of Directors of GRCM.

### **Responsibilities:**

#### **1. Develop and Implement Fundraising Strategies:**

- Create and execute comprehensive fundraising plans to achieve financial goals.
- Identify and cultivate relationships with potential donors, sponsors, and partners.
- Explore various fundraising channels, including events, drives, campaigns, grants, corporate sponsorships and partnerships, and planned giving.
- Direct and oversee all aspects of fundraising at GRCM including oversight of the fundraising database.

#### **2. Donor Engagement and Stewardship:**

- Build and maintain positive relationships with existing donors.
- Develop strategies to attract new donors and sponsors.
- Provide regular updates and reports to donors on the impact of their contributions.
- Establish and sustain processes and procedures for recording all donor communications, ensuring timely follow up, and collaborating with team members to ensure that donors and sponsors receive appropriate recognition.



- Make public appearances and accept speaking engagements to share information about GRCM.
3. **Event Planning and Execution:**
    - Plan and coordinate fundraising events, ensuring they align with the museum's mission and objectives.
    - Collaborate with the marketing team to promote events and maximize attendance.
    - Oversee all aspects of event logistics, including venue selection, catering, and guest management.
  4. **Grant Writing and Management:**
    - Identify relevant grant opportunities and prepare compelling grant proposals.
    - Manage the grant application process, ensuring deadlines are met and requirements are fulfilled.
    - Track and report on grant outcomes to stakeholders.
  5. **Collaboration and Communication:**
    - Collaborate with internal teams, including marketing, programs, and finance, to align fundraising efforts with organizational priorities.
    - Effectively communicate the museum's mission and fundraising needs to various stakeholders.
    - Attend GRCM Board, Committee and Staff meetings as needed / directed.
  6. **Volunteer Management:**
    - Recruit, train, and motivate volunteers to support fundraising activities and build a strong community of engagement.

*Additional Responsibilities:*

- Collaborating and assisting other staff, as necessary, to ensure a productive work environment.
- Other duties as assigned.

*Required Education & Experience:*

- Bachelor's degree or relevant fundraising experience.
- Proven experience in fundraising, donor relations, or a related role.
- Strong written and verbal communication skills.
- Excellent organizational and project management abilities.
- Proven experience with fundraising software and tools.
- Proven experience with grant management and grant management portals.

*Desired qualifications (not required):*

- CFRE certification preferred.
- 5 (five) years of relevant fundraising experience.
- Experience working within a start-up or rapidly growing organization.
- Experience working with, and communicating with, a variety of identity/cultural groups.
- Experience with community engagement and building collaborative relationships.



GREAT RIVER CHILDREN'S MUSEUM

*If you have a passion for children's education and the mission of Great River Children's Museum, we encourage you to apply!*

**How to apply:**

Please send your cover letter and resume to: [GRCMjobs@greatrivercm.org](mailto:GRCMjobs@greatrivercm.org) and in the subject line please write: *Development Director application*. You may address your letter to Cassandra Miles, Executive Director.

We will accept applications until a diverse and qualified pool of applications has been received and the position is filled. If you have any inquiries about this position, please email [GRCMjobs@greatrivercm.org](mailto:GRCMjobs@greatrivercm.org) subject line please write: Development Director - Question.