



Director of Advancement

Location: Wilmington, NC

The Children's Museum of Wilmington

The Children's Museum of Wilmington has been serving the greater Wilmington area for over 25 years. Nestled in the downtown Historic District, the Museum boasts over 15,000 square feet of indoor and outdoor interactive exhibit space. The Museum offers programming, field trips, outreach, camps, birthday parties, and facility rentals. Our mission is to provide a welcoming and engaging environment that promotes hands-on art, science, and literacy-focused learning for children and families. Learn more at playwilmington.org.

Hours:

Full-time

Flexible weekday hours; occasional nights and weekends required as needed to support special events

Job Description

The Director of Advancement is an integral part of the Museum's team by leading all non-earned revenue initiatives. Through team management, this dynamic position encompasses overseeing campaigns, annual and planned giving, exhibit sponsorships, grants, special projects and events. The Director of Advancement will spearhead efforts to build and sustain relationships with donors, sponsors, and community partners, ensuring a steady flow of support for the Museum's mission and its continued success and sustainability. This position offers a clear pathway for growth in leadership. The Director of Advancement reports directly to the Executive Director.

Duties & Responsibilities

Leadership and Management:

- Supervise, lead and mentor a small team dedicated to fundraising and development.
- Hire, train, and evaluate team members to ensure high performance and successful outcomes.
- Develop and implement strategies to achieve fundraising goals and maximize donor engagement.

Fundraising Strategy and Execution:

- Create and manage a comprehensive annual calendar for planned giving, including campaigns, events, donor stewardship activities and related promotion.
- Update and maintain a dynamic fundraising database with current donors, leads, and past giving history.
- Oversee fundraising events, campaigns, and initiatives to enhance donor participation and financial support.
- Track and report on fundraising performance, analyzing data to assess effectiveness and guide future strategies.

Grant Writing and Management:

- Collaborate with the Executive Director to identify and pursue grant opportunities that align with the Museum's mission and goals.
- Manage the complete life-cycle from researching and writing through acceptance, tracking, fulfillment, and closure.
- Review and approve grant proposals and reports to ensure quality and compliance with funder requirements after addition of Grant Coordinator.

Donor Relations and Cultivation:

- Develop and implement strategies for donor cultivation, engagement, and retention, including personalized outreach and recognition programs.
- Plan and execute donor appreciation events and activities to strengthen relationships and acknowledge contributions of individual donors, corporate partners, and community leaders.

Collaboration and Teamwork:

- Work closely with the Executive Director, Development Committee, Board of Directors, and all staff to align development activities with organizational objectives.
- Participate in strategic planning and contribute to the overall direction of the Museum's growth and sustainability.
- Exhibit clear communication, mutual respect and a shared commitment to Museum goals.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be an exhaustive list of all responsibilities and duties required.

Education & Experience

- Minimum 3+ years fundraising and administrative experience
- Minimum 5+ years of special events experience, nonprofits preferred
- Bachelor's degree or commensurate experience

Required Skills & Abilities

- Positive, proactive and problem solving mindset

- Proven record of successful management of a team of productive members
- Exceptional interpersonal and communication skills in a fast paced environment
- Ability to relate well and work effectively with multiple constituencies and audiences
- Demonstrated time management skills, highly organized and detail oriented
- Team player committed to developing and working within a collaborative and creative environment
- Demonstrated facility with software such as Microsoft Office Suite, Google Workspace, Canva, Greater Giving, Altru, etc.
- Drive and passion led by the Museum's Mission and Values
- Experience working with youth or in youth development is a plus

Benefit Summary:

4 weeks annual PTO
10 paid holidays
Health insurance
Parental leave
Parking pass

Pay Range: Competitive based on experience

The Children's Museum of Wilmington is committed to equal opportunity for all employees and prospective employees without discrimination based upon race, color, religion, national origin, sex, age, personal appearance, sexual orientation, political affiliation, family responsibilities, disability, marital status or any other category protected by law. This policy applies to all aspects of employment at CMOW, including, but not limited to recruitment, promotion, compensation, benefits, training and development, access to facilities, discipline, separation of employment and other terms and conditions of employment.

How to Apply

Interested candidates should submit a resume and cover letter to Executive Director, Jessie Goodwin at jessie@playwilmington.org using the subject line: Director of Advancement

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