



Job Title: Director of Development
Reports To: Executive Director
Exemption Status: Hourly, Non-Exempt

Position Summary

The **Director of Development** is responsible for creating, implementing, and overseeing the overall development strategy to meet the financial goals of the **Muncie Children's Museum (MCM)**. This role plays a key part in representing the museum within the greater Muncie community and cultivating strong partnerships with organizations, donors, and stakeholders that advance the museum's mission, growth, and long-term success.

Essential Duties and Responsibilities

1. Annual Campaigns & Women's Giving Circle

- Cultivate and maintain relationships with individual donors, foundations, and corporate partners.
- Solicit annual campaign contributions and event sponsorships.
- Coordinate Women's Giving Circle meetings and communications.
- Prepare donor correspondence, including thank-you letters and acknowledgments.
- Provide input and collaborate on social media strategies related to development efforts.

2. Grants

- Collaborate with the Grants Administrator to research, prepare, and submit grant proposals as needed.

3. Internal Collaboration

- Communicate regularly with the Director of Education & Exhibits regarding exhibits, programs, and activities to identify sponsorship opportunities.
- Work with museum staff to plan and execute fundraising events and donor recognition activities.

4. Planned Giving

- Further develop and manage the Museum's Planned Giving Program to encourage long-term philanthropic support.

5. Strategic Community Engagement

- Update, implement, and maintain a strategic plan for community engagement and partnerships.
- Represent MCM at community meetings, events, and networking opportunities.
- Strengthen relationships with key community organizations, including neighborhood associations, nonprofits serving children and families, and arts and cultural partners.

6. Collaborative Programming Development

- In partnership with community organizations and the Director of Education & Exhibits, evaluate and enhance community programming.
- Engage MCM educators and volunteers in outreach and program delivery.
- Work with the Marketing Coordinator to create and implement plans that increase audience engagement and attendance at museum programs and events (onsite and offsite).

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor's degree from a four-year college or university, **or** at least five years of relevant experience (or a combination of both).
- Excellent written and verbal communication skills.
- Demonstrated experience in community engagement and relationship development.
- Familiarity with community program development and partnership management.
- Strong organizational and project management skills, with the ability to manage multiple priorities effectively.
- Willingness to work a flexible schedule, including some evenings and weekends, as program needs require.

Compensation and Benefits

- Hourly, Non-Exempt
- Paid vacation, sick leave, and holidays

Disclaimer

This job description reflects the general nature and level of work expected in this role. It is not intended to be an exhaustive list of all duties, responsibilities, or qualifications. Additional tasks may be assigned as needed.