Grout Museum District

**Job Title:** Development Director

Reports to Executive Director and Supervises Development Coordinator

**Position Summary**: The Development Director is responsible for securing funds to support the operations of the Grout Museum District through successful fundraising. Primary responsibilities include developing timely grant research and submissions, soliciting individual donations and corporate sponsorships, and overseeing membership drives and special events. Duties include (but are not limited to) working with appropriate staff and board members. This position is part of the management team that monitors revenue and expenses.

**Minimum Requirements:**

1. Education, Experience and Training: The minimum formal education required for the position of Development Director is a Bachelor's degree with at least 3 years of position-related experience. Significant successful grant-writing experience is a must.

2. Must be self-motivated, possess excellent time management skills and be willing to make donor/sponsor calls. Some public presentations may be required. This is a high energy position and one that requires attention to detail and the ability to juggle several projects and tasks simultaneously.

**Essential Duties and Responsibilities:**

1. Prepares and monitors government and private foundation grant proposals.
   1. Works with appropriate staff to secure information and budgets in a timely manner.
   2. Notifies appropriate staff and board when grants are awarded and informs appropriate staff of special conditions and requirements of all awards and sponsorships.
   3. Monitors and prepares reports to granting agencies.
   4. Notifies appropriate staff in a timely manner when information is required for grant reports.
2. Develops annual giving plan.
3. Works with Board Fundraising chair and Fundraising Committee to implement the annual giving plan.
4. Conducts research to identify new funding sources.
5. Oversees Planned Giving and coordinates its implementation.
6. Supervises development and implementation of Membership program in coordination with the Marketing department.
7. Supervises maintenance of donor records.

**Additional Duties:**

1. Serves on staff committees as needed.

2. Participates in professional and civic organizations.

3. Assists staff in other areas of the museum when needed.

4. Is flexible with regard to special event and holiday scheduling.

5. Performs other duties as directed by the Executive Director.

**Technical Skills:** The Development Director should be proficient in Microsoft (Outlook, Excel, Power Point and Word). Experience with donor management software, such as Donor Perfect, is a plus.

Date: September 2018