



Children's Museum of Manhattan

POSITION: Director of Development
EXEMPT STATUS: Exempt
REPORTS TO: Chief Advancement Officer
LOCATION: 212 West 83rd Street, New York, NY 10024
WEBSITE: www.CMOM.org

ABOUT THE CHILDREN'S MUSEUM

The Children's Museum of Manhattan is a steward of early childhood, helping all children grow and develop into their best selves.

Through our programs on-site, online, and around the five boroughs, CMOM nurtures the next generation of creative global citizens as they learn through exploration and play. CMOM encourages empathy across difference by elevating and providing insight into diverse perspectives and inviting visitors of all backgrounds to join our intentionally welcoming community and create and learn alongside each other. The museum's program reflects the rich cultural diversity, energy, and resilience of New York City itself and has a special focus on ensuring that its program is available to those families who might not otherwise have access.

Founded in 1973 as a neighborhood organization, CMOM has grown over the years into a beloved destination and resource for children, families, and educators from across the five boroughs and from around the world. The museum welcomes 350,000 visitors each year to its Upper West Side location and engages hundreds of thousands more through its outreach programs in partnership with schools, libraries, shelters, and Head Start centers throughout New York City; its touring exhibitions; and its online tools and curricula.

ABOUT THE POSITION

The Children's Museum of Manhattan (CMOM) seeks a Director of Development (DOD) to grow and lead a high-performing fundraising team in service the Museum's mission and key priorities. The DOD will report to the Chief Advancement Officer (CAO) and be responsible for driving growth across all streams of contributed income including individuals, foundations, corporations, all levels of government, events, and membership. The DOD will work in partnership with the CAO on all key areas, including an on-going capital and endowment campaign, and will work collaboratively with the Chief Executive Officer, Leadership Team, Board of Directors, and all CMOM colleagues.

RESPONSIBILITIES (not limited to)

The spirit of CMOM is collaborative, creative, and entrepreneurial. The ideal candidate will have a hands-on, results-driven leadership style; a record of success at frontline fundraising, partnership development, and stakeholder engagement; a keen sense of how to maximize revenue opportunities for a growing organization; and the ability to rally others to take the initiative to lead in their areas of expertise.

Management

- Oversee all restricted and unrestricted contributed revenue streams inclusive of Special Event Fundraising as well as Individual and Corporate Membership, Individual, and Institutional giving.
- Manage and strategically expand Development team at a time of organizational growth.
- Develop annual budgets and lead the goal setting process for contributed revenue and Membership.



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- Design and manage all fundraising systems for efficient fundraising and donor relationship management.
- Work with colleagues across the organization to understand programmatic priorities that are essential fundraising opportunities.

Fundraising

- Manage annual Board giving and a portfolio of donors and prospects through face-to-face cultivation, solicitation, and stewardship meetings.
- Direct fundraising efforts of CEO and high-level volunteers, including the Board of Directors and Leadership staff in securing new and renewed gifts.
- Expand the prospect pool by building relationships, identifying new potential candidates, and acting on data and prospect research.
- Write proposals and communications for significant solicitations.
- Develop and implement cultivation, solicitation, and stewardship strategies in support of fundraising.
- Evaluate current giving programs and donor benefits toward achieving increased revenue from current and prospective donors.
- Ensure sharing of information across annual and campaign teams, as well as appropriate colleagues across the organization.
- Oversee the annual gala and other fundraising special events, including planning, execution, and evaluation.

QUALIFICATIONS

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- Bachelor's degree.
- 10 years + of fundraising experience at a nonprofit organization.
- 3 years + of management experience.
- Ability to direct and motivate staff to effectively meet financial goals and deadlines.
- Ability to work effectively with a streamlined staff and resources.
- Excellent interpersonal, verbal, and written communication skills.
- Exceptional capacity for detail.
- Superior organizational skills.
- Ability to uphold fundraising ethics and respect confidentiality of donor information.
- Ability to uphold CMOM's mission and goals.
- Occasional weekend and evening hours.
- Proficiency in Microsoft Word, Outlook, Excel, and Power Point; proficiency in Raiser's Edge (or similar) and digital research tools.

COMPENSATION

\$150-165K annually. Comprehensive benefits package.

HOW TO APPLY

Please email cover letter and resume to DevTeam@cmom.org with "Director of Development" in the subject line.

The Children's Museum of Manhattan is an Equal Opportunity Employer. Background checks will be completed on all employees.