



## Description:

Knock Knock Children's Museum is seeking a full-time Director of Advancement to lead the identification, cultivation, solicitation, and stewardship of its corporate, foundation, public, and community donors.

The Director should be innovative, organized, and passionate about Knock Knock's vital mission to be the community spark for high-quality learning experiences through play for all children in the Capital Region, particularly the increasing population of children growing up in underserved environments.

The successful candidate will relish the opportunity to lead a small and efficient development team comprised of a Development Manager and shared Database Coordinator and volunteers to maximize the goodwill and positive momentum from Knock Knock Grand Re-opening as a vital and necessary educational resource for the Capital Region. As a member of Knock Knock's leadership team, the Director of Advancement will excel in collaborating in person with other staff members, Board members, and other community leaders.

## Responsibilities:

The Director of Advancement will raise and develop a clear case for support while raising 1 million dollars annually.

Development and execution of a sustainable, long term fundraising plan including:

- Installing a broad based annual giving program to sustain and grow operations
- Leading solicitations through meetings and crafting strategies for gifts ranging from \$5,000 to \$1 million while maintaining a healthy pipeline of major gift prospects
- Soliciting gifts for sustainable funding to support subsidized programs and activities
- Designing strategic events to raise funds and honor donor
- Developing a comprehensive stewardship plan including; onsite meetings, in-person donor visits and face-to-face tours of the museum.
- Ensure that the contributed revenues meet or exceed the required amounts for delivery of the museum's mission;
- Raise funds in a cost effective and efficient manner utilizing nationally approved metrics to benchmark success;
- Retain, strengthen, and expand community partnerships;
- Preparation of grant applications and reports in a timely fashion to adhere to all posted deadlines;
- Participation in planning strategic initiatives with the leadership team and key stakeholders.
- Oversee all communications and report generation related to development;
- Solicit, manage and grow a portfolio of current and prospective donors;
- Oversee acceptance and recognition policies and procedures for gifts;

**Knock Knock Children's Museum is a community spark for engaging, playful learning experiences that inspire and support lifelong learning.**



- Serve as a respected representative of the Children's Museum and its mission;
- Be accurate and timely with all duties.
- Staff the Development Committee of the Board and Partner with the development committee
- Works directly with the organization's Board of Directors

### **Qualifications**

- An organized and articulate individual who is passionate about Knock Knock Children's Museum's mission to promote education through play;
- Three or more years of successful experience fundraising in the museum field, the culture sector, the non profit world, or within a complex organization;
- Excels within a strength based culture and is excited to join a nimble and talented team;
- Innovative thinker with a positive attitude and creative problem-solving skills;
- Proven ability to motivate and energize both staff and donors;
- A track record of building donor relationships;
- Excellent written and oral communication abilities;
- Strong interpersonal and relationship-building skills;
- Familiar with donor database software and with utilizing technology to maximize efficient fund development, including grant submissions, grant reporting, and creation of proposals
- Bachelor's Degree required
- Prior supervisory experience is a plus

### **About the Museum**

Founded in 2004 and with an annual operating budget of \$2.7 million, Knock Knock Children's Museum is an inclusive gathering place where families and children of all backgrounds and experiences will interact. The children's museum is an approximately 26,000 square foot facility located in City-Brooks Community Park in Baton Rouge, Louisiana. Its prime location on 6 acres of existing parkland was selected to afford access to all communities within Baton Rouge and the surrounding nine-parish area.

### **To Apply:**

**Please submit your cover letter, resume' and salary requirements: [Pclaffey@knockknockmuseum.org](mailto:Pclaffey@knockknockmuseum.org);**

**please include the position title in your subject line.**

**This position is open until filled.**

**KnockKnockChildren'sMuseumisanEqualOpportunityEmployer**

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*· Relationships · Knowledge of Children · Playfulness · Learning · Excellence · Inclusive · Collaboration · Stewardship · Visitor Experience · Continuous Improvement · Innovation and Creativity · Continuing Education*