

**Job Title & Classification:** Development Manager

**Classification:** Part Time/Full Time

**Supervisor:** Executive Director

**Status:** Non-Exempt



LaunchPAD Children's Museum is a non-profit organization that provides open-ended play, interactive exhibits, and hands-on activities to Siouxland community children and their caregivers. LaunchPAD's mission is to launch a child's love of learning through play and discovery. We provide a hands-on learning experience that fosters a child's sense of imagination. While working hand in hand with our community, we will make play-based learning accessible for all children and their caregivers. To fulfill our mission of serving all children and caregivers we offer many free and discounted admission and membership programs to serve all families in the Siouxland community.

### **Position Summary**

The Development Manager is responsible for planning, organizing, and overseeing fundraising efforts for LaunchPAD Children's Museum with assistance from the Executive Director. This role is vital in ensuring that the organization meets its financial goals through donor engagement, event planning, and grant writing. This position is flexible in hours and location. Weekly hours are between 30-40. Salary and wages are dependent on experience and preferred working hours.

### **Key Responsibilities:**

- **Fundraising Strategy:**
  - Develop and implement a comprehensive fundraising strategy to meet LaunchPAD's revenue goals.
  - Identify and cultivate new funding sources, including individual donors, corporate sponsors, foundations, and grants.
  - Plan and manage fundraising campaigns, including annual giving, major gifts, and endowment.
- **Donor Cultivation & Stewardship:**
  - Build and maintain strong relationships with current and potential donors, ensuring their engagement and satisfaction with LaunchPAD.
  - Develop personalized donor communication strategies to ensure continued support and to foster long-term relationships.
  - Acknowledge and recognize donors for their contributions through events, communications, and personalized outreach.
- **Grant Writing & Reporting:**
  - Research and identify potential grants from foundations, corporations, and local entities.
  - Write and submit compelling grant proposals and ensure compliance with grant requirements.
  - Manage the preparation and submission of reports to funding bodies, demonstrating the impact of their contributions.
- **Event Planning & Management:**
  - Plan, coordinate, create, and execute fundraising events, including galas, auctions, donor appreciation events, and campaigns.
  - Work with internal teams and external vendors to ensure the success of events.
  - Develop event marketing strategies to attract attendees and maximize funds raised.

**Requirements:**

- Preferred experience in fundraising or development (1-5 years)
- High school diploma and some college courses pertaining to communication, public speaking, or leadership
- Ability to work in a team setting; receptive and flexible to new and innovative ideas
- Strategic and organizational skills to provide updates and feedback to management and director staff