



The Kansas African American Museum

Development Director Job Description

The Development Director will be responsible for developing and implementing the development strategy for The Kansas African American Museum. Reporting to the Executive Director, the Development Director will be responsible for achieving the museums fundraising goals and engaging sponsors in ongoing service activities. This includes achieving goals set for contributed income, major gifts, planned giving, capital campaign, endowment, membership and the annual fund.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Regular duties include the following. Other duties may be assigned.

On an ongoing basis:

Fundraising

- Fund Raising – Establish short- and long-range goals for unrestricted funding sources and enlists support from members of institution staff.
- Strategize and orchestrate methods of approach to institutional donors.
- Research public and private grant sources (agencies, corporations and foundations) to identify sources of restricted and unrestricted funding. Works with program staff to develop funding related projects.
- Organize individual donor campaigns (e.g., major donors, direct mail and board of trustees).
- Organize solicitation drives for pledges of ongoing support from individuals, corporations, and foundations.
- Major Gift/Donor Support – Produce major donor, board and special category solicitations/support materials with the intent to retain or upgrade gifts when possible. Cultivates donors by producing specialized correspondences, preparing letters of acknowledgment, scheduling and attending in-person visits.
- Planned Giving Program – Solicit and track progress of pending Legacy and Bequest gifts. Fulfill requests, produce correspondences and encourage partial/early disbursement where appropriate.
- Database and Records Management – Supervise and coordinate activities in by maintaining digital and paper records of contributors and grants.
- Generate queries, reports, exports and any other collection data as needed.
- Manage, organize, develop and produce museum fundraising events
- Unrestricted Income Financial Reporting – Maintain accurate accounting of all unrestricted income and its sources.

Communications

- Development & Public Relations – Work with Executive Director to address most development and public affairs matters, particularly the creation of various

communications such as the annual report, general PowerPoint presentations, government relations, executive correspondences and speeches.

- Produce general content for website
- Write content for newsletter
- Create and/or update museum brochures
- Develop a yearly marketing campaign, annual brochure, and marketing brochure with Strategy group

Grant Writing

- Work with Executive Director in knowing grant needs
- Write grant proposals in accordance with grant needs
- Research and seek gifts and grants from foundations, corporations, businesses, organizations and other institutions.

Additional Qualifications:

- Minimum of 5 years of direct corp/foundation fund raising experience preferred.
- Experience or training in marketing & development
- Event planning skills or experience
- Proficient in social networking avenues
- Public speaking skills and ability to work well with people of diverse backgrounds
- Great writing skills, including grants, press releases, and newsletters
- Committed to the mission of TKAAM
- Bachelor's degree or equivalent preferred
- Proficient in Microsoft Office applications and donor database software