



THE RALPH C. WILSON, JR.  
CHILDREN'S MUSEUM

**Job Description**  
**Major Gifts Officer/Relationship Manager**  
**Full or Part time position opportunity**

**POSITION REPORTS TO**

Chief Executive Officer

**POSITION SUMMARY**

The Major Gifts Office/Relationships Manager will design, develop and implement the museum's major gift program to include endowment. The incumbent is responsible for managing and cultivating relationships with existing major gift prospects, as well as identifying new prospects. Explore & More-The Ralph C. Wilson, Jr. Children's Museum has as its mission to provide best-in-class play experiences where all children, families and the community can explore, learn and develop together. Explore & More fosters and supports its commitment to equity, diversity and inclusion.

**PRIMARY RESPONSIBILITIES**

**LEADERSHIP**

- ✓ As a member of the Executive Team, provide value-added contributions to the Team, promoting cooperation and integration of all functional areas.
- ✓ Work collaboratively with various groups of donors, staff, and Board members
- ✓ Use judgment and discretion when handling confidential donor information

**ENDOWMENT AND EVENTS**

- ✓ Participate in the production of stewardship, case making and cultivation events: create materials, flyers and signage required for events
- ✓ Acknowledge all gifts and sponsors in a timely manner
- ✓ Participate in fundraising committees as needed

**MAJOR GIFT PROGRAM INCLUDING ENDOWMENT**

- ✓ Develop the plan of work for the major gift program to include endowment progress
- ✓ Track and report on progress of the major gifts program and endowment throughout the year
- ✓ Establish and maintain a donor cultivation cycle and gift stewardship program
- ✓ Identify, research and qualify prospective donors
- ✓ Develop portfolios of prospects for cultivation and solicitation by the CEO, Board, and other staff and provide on-going support, appropriate accountability, and strategic counsel to each to support their successful cultivation and solicitation
- ✓ Provide direct support staffing to the CEO for major donor related responsibilities (e.g., scheduling meetings with donors, writing donor communications)

**SOLICIT GIFTS ON BEHALF OF THE MUSEUM**

- ✓ Manage a portfolio of prospects
- ✓ Initiate contact and meet with existing and potential donors
- ✓ Oversight of strategic partnerships

- ✓ Develop cultivation strategies for prospects, engage staff, Board, or other organizational supporters as appropriate
- ✓ Move potential donors toward solicitation and closure
- ✓ Make solicitations

#### RELATIONSHIP BUILDING WITH DONORS, PROSPECTS, AND STRATEGIC PARTNERS

- ✓ Produce materials and tools to communicate regularly with donors, supporters and prospects
- ✓ Identify opportunities to network with donors and prospects and engage members of the staff and board as appropriate to make the most of those opportunities
- ✓ Maintain consistent quality communications with donors in coordination with the CEO, other staff, and the Board
- ✓ Monitors all prospect contacts to ensure positive and purposeful prospect and donor relations
- ✓ Ensure quality communications follow all gifts to provide thanks and documentation to donors
- ✓ Identify and implement opportunities for donor recognition, stewardship, and appreciation.

#### QUALIFICATIONS

- ✓ Minimum Bachelor's Degree
- ✓ Demonstrated experience, success, and progressive responsibility in donor endowment fundraising with a minimum of five years' experience
- ✓ High level of discretion and ethical approach to fundraising.
- ✓ A passion for the Museum and its mission
- ✓ Ability to convey information to people of all ages and backgrounds in a compelling way
- ✓ Outgoing, collegial, ability to develop and maintain cordial professional relationships
- ✓ Ability to develop and adhere to budgets
- ✓ Strategic thinking and creativity
- ✓ Ability to work with individuals from a wide variety of ethnic, cultural, and economic backgrounds.
- ✓ Ability to communicate with the Executive Team and Board of Trustees in an articulate, succinct manner that provides objective evidence of success and vision

Candidates must send the following to be considered: resume, cover letter, resume and salary range requirements to: Michelle Urbanczyk, CEO @ [careers@exploreandmore.org](mailto:careers@exploreandmore.org)

Benefits offered for both full and part time positions