



Job Title: Vice President of Philanthropy

Reports To: Executive Director

Details: Full-time Position, hiring range \$60,000-\$65,000 annually

Supervises: Development & Marketing Manager, Membership & Database Coordinator, Marketing & Events Coordinator

ABOUT THE MUSEUMS

SciWorks was founded by the Junior League of Winston-Salem in 1964 as a 501(c)(3) corporation that promotes scientific literacy, lifelong learning and an appreciation of the sciences through innovative educational and recreational experiences. The Children's Museum of Winston-Salem was founded by the Junior League of Winston-Salem and opened its doors as a separate 501(c)(3) nonprofit on November 20, 2004 as the community's destination to play and learn by experiencing literature, storytelling and the arts. After a year of conversation, the two museums have announced they will merge effective July 1, 2016 and will begin looking at a possible new location. Currently, the two museums operate in separate buildings with a combined 95,000 square feet, 104,000 annual visitors and more than 2,000 members. With this announcement, there are many possibilities to deliver education to the community of Winston-Salem in an exciting way focusing on play and discovery, wonder and curiosity. Although the Museums do receive some governmental support, it relies on staff led initiatives and events to raise roughly 40-50% of its annual budget. The Museum's current fundraising consists of an annual fund, events, and grants, but in the near future will grow to include a capital campaign, major gifts, and planned giving.

Position Summary: The role of the Vice President of Philanthropy is essential to the Museum's every day and ongoing success and will play a key leadership role in planning and execution of all philanthropic activities, membership, and events, and will work closely with marketing. This position is part of the organization's senior leadership team and must be an independent self-starter with creativity, vision, and talent for increasing the philanthropic giving outcomes, while at the same time being a great networker, community spokesperson, team builder, and advocate internally and externally. The Vice President of Philanthropy must be a motivated, strategic leader who can evaluate current programs, activities, and operations, be a visionary for what happens next and manage and motivate staff to maintain and grow the Museum's philanthropic efforts and base of support beyond its current level.

PRIMARY DUTIES AND RESPONSIBILITIES

Philanthropy

- In coordination with the Executive Director, Board of Directors and Advisory Board, work to advance their own personal giving and implement the Museum's philanthropic plans with special emphasis on stewarding current donors through the merger while also cultivating new donors through annual fund, corporate and foundation gifts, grant and sponsorship programs with an eye towards a 2018 public phase of a Capital Campaign.
- Maintain and grow current corporate, foundation, and individual support through stewardship and other giving opportunities.
- Develop and oversee donor stewardship practices implemented by Philanthropic staff including gift receipting benefits fulfillment, recognition opportunities, and activities.
- Steward current relationships, develop new relationships, and identify new opportunities for support, draft proposals and donor relations materials.
- Responsible for creating and implementing Annual Giving Campaign and all components, including but not limited to end of year direct mail ask and spring appeal.
- Conduct prospect research and oversee the development database and reporting.
- Oversee annual fundraising events including, but not limited to annual Gala.
- Look for and engage in networking and outreach opportunities that will generate increased awareness of CMWS and SciWorks and partnership opportunities for greater community and Museum benefit.
- Be accountable for development and fundraising budget line items, ensuring financial goals are being met on a monthly, quarterly, and annual basis.
- Work closely with Marketing to build awareness of giving opportunities and special events.

- Prepare and present documents for the staff and Board, attend Board meetings, serve as staff liaison to External board committee and serve on other appropriate or ad hoc committees as needed.

As head of the Philanthropic team, the position is responsible for providing guidance and oversight to responsible staff and others to:

- Ensure that grant fundraising goals are met through grant development, writing and submissions.
- Ensure that Museum Membership Program is implemented with a focus on positive visitor experience and a philanthropic culture is generated.
- Ensure a consistent message, brand, and quality content are a part of development strategy and implementation delivery with marketing.
- Ensure all fundraising goals are met or exceeded with Museum events and initiatives.
- Ensure assigned staff is accountable in meeting budgeted expense goals.
- Ensure that staff is trained and operational policies and procedures are developed and implemented.
- Promote a collaborative style to encourage staff and volunteers to work together to accomplish goals and help to achieve overall financial and stewardship goals. collegial atmosphere with staff and volunteers, with particular attention to engaging

In addition to those detailed above, the position includes other duties as assigned by the Executive Director.

Qualifications:

Minimum Education/Experience:

- Bachelor's degree.
- 5 years proven success in fundraising in the Piedmont area, with at least three years of management experience preferred
- Experience in a capital campaign and with major gifts preferred.
- Member of the Association of Fundraising Professionals, or eligible.

Required Competencies:

- Strongly support the mission, vision, and strategic direction of the Museum. Tactfully handle or refuse any requests or proposed involvement that may undermine the mission.
- Maintain confidentiality.
- Excellent verbal and written communication and interpersonal skills.
- Strong time-management, planning, motivational, leadership, and organizational skills.
- Ability to work independently and in a team environment.
- Ability to network and build meaningful relationships with a broad constituency
- Willingness to assume responsibility for the completion of a variety of tasks, large and small, to meet organizational goals.
- Experience in the full range of fundraising including major gifts, annual, sponsorships, grants, special events, and capital.
- Proven track record of achieving ambitious revenue targets in a competitive environment while creating new program and reinvigorating existing programs.
- Ability to work a flexible schedule including some nights and weekends.

Essential Physical Functions:

- On any given day, may be required to do one or more of the following: climbing, stooping, kneeling, crouching, crawling, reaching, lifting, or sitting on the floor.

Interested applicants should submit a cover letter and resume to museumrecruiting@gmail.com. All applicants must submit to a drug test, criminal background, and reference check as part of the pre-employment process. Position open until filled.

The Children's Museum of Winston-Salem and SciWorks are an equal opportunity employer and do not discriminate in the hiring of personnel on the basis of race, creed, color, religion, national or ethnic origin, gender, age, Vietnam Era Veteran or disabled veteran, sexual orientation, marital status, disability or any other protected status as provided by law.