

## Job Posting: Director of Development

**Reports to:** Executive Director

**Position:** Full-time, permanent salaried position (37.5 hrs/week); hybrid work arrangement is available

### About the London Children's Museum

The London Children's Museum curates powerful play experiences through immersive environments, authentic materials, and meaningful relationships. Exhibits and engaging learning experiences allow children to explore history and heritage, investigate science and social relationships, and celebrate art and culture. After 40 years in the same location, the London Children's Museum recently opened the doors to its new home at 100 Kellogg Lane. The London Children's Museum is a registered charity. Approximately half of the annual revenue is made possible through generous grants, sponsorships, and donations.

### Position Overview

The London Children's Museum is seeking a strategic and relationship-oriented fundraising generalist to join our team. The Director of Development is a key leadership role, working closely with the Executive Director and Development Associate to create and implement a comprehensive annual fundraising strategy and complete the new London Children's Museum capital campaign. This individual will focus on building and maintaining a strong donor base, securing financial support, and advancing the mission of the London Children's Museum. The ideal candidate will be an excellent communicator and strategic thinker with a passion for building relationships and making connections with the community.

### Key Responsibilities

- **Donor Relationships & Stewardship:** Develop and maintain strong relationships with individual donors, foundations, corporations, and government agencies. Foster donor loyalty through exceptional stewardship and communication.
- **Fundraising Strategy:** Collaborate with the Executive Director to develop and implement a multi-faceted fundraising strategy. Identify new opportunities for revenue growth, including individual giving, corporate sponsorships, grants, and major gifts.
- **Grant & Proposal Writing:** Lead the creation and submission of compelling grant proposals to secure funding from foundations, government programs, and other grant-making organizations.
- **Event & Program Sponsorships:** Lead efforts to secure sponsorships for museum events, programs, and exhibitions, ensuring mutually beneficial partnerships.
- **Data Analysis & Reporting:** Analyze donor and fundraising data to track trends, measure success, and make data-driven decisions. Provide regular reports to the Executive Director and board on fundraising performance and opportunities.



- **Donor Database Management:** Oversee management of the donor database, ensuring accurate and up-to-date information for effective communication and solicitation. Utilize CRM systems to streamline donor interactions and improve overall fundraising efforts.
- **Leadership & Collaboration:** Provide leadership to the Development Associate, promote a culture of philanthropy with staff, Board and volunteers, and effectively collaborate across departments.

### Qualifications

- Minimum 7 years experience and success in fundraising, including annual giving and major gifts.
- Demonstrated experience securing funds from a variety of sources.
- Strong understanding of community engagement and ability to build strategic partnerships with local organizations and stakeholders.
- Excellent written and verbal communication skills with the ability to craft persuasive donor communications and grant proposals.
- High attention to detail and strong organizational skills.
- Understanding of audience segmentation and tailoring messages that resonate with different stakeholder groups.
- Proficient in donor and customer relationship management systems (CRM), with experience analyzing data to inform decision-making.
- Leadership experience, with a demonstrated ability to lead staff and volunteers, and work collaboratively within an organization.
- Understanding of event and program sponsorships, with a track record of successfully securing sponsorships and partnerships.
- A commitment to the mission and values of the London Children's Museum, including a passion for education, community engagement, and inclusivity.

**Salary:** \$65,000-\$73,000 (commensurate with experience) annual salary plus comprehensive benefits

### Why Join Our Team

The London Children's Museum offers a collaborative and dynamic work environment where creativity and passion for making a positive impact on children's lives come together. As part of our team, you will have the opportunity to contribute to the growth and success of a beloved institution while helping shape the future of our community's children.

### How to Apply

Interested applicants are invited to submit their resume, along with a cover letter detailing their qualifications and passion for the role, to [recruitment@londonchildrensmuseum.ca](mailto:recruitment@londonchildrensmuseum.ca) by May 15, 2025. We thank all applicants for their interest, but only those selected for an interview will be contacted.

*The London Children's Museum is committed to creating a diverse environment and is proud to be an equal-opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, or age.*