



Director of Development

Austin, TX

Full-time

Reports to Chief Advancement Officer

Salary \$70,000-\$74,000

Application Link: <https://recruiting.paylocity.com/Recruiting/Jobs/Details/3958126>

Thinkery is a leading nonprofit that pursues joyful learning through play-based STEAM exploration to inspire and equip ALL children to cultivate a lifelong love of learning so that they thrive. We advance our mission through the learning experiences within our museums and programs and through the inclusive research and professional development conducted within our STEAM Learning Institute. After 43 years of service, we understand the power of play and its critical role in child development. We use STEAM, inquiry-based learning, and play as a three-pronged strategy to support the physical, social-emotional, and cognitive development of children.

Our flagship location, Thinkery – Meredith Learning Lab, in the Mueller neighborhood, offers 40,000 square feet of joyful learning space. In Fall 2024, we will be opening our newest location, Thinkery – Del Valle, at the Del Valle ISD Central Child Development Center.

POSITION SUMMARY

The Director of Development supports Thinkery’s strategic fundraising efforts by working directly with the Advancement Team to design, implement, oversee and evaluate multi-faceted corporate and annual giving programs. Goals of these programs include: sharing broadly the museum’s mission and program impact, cultivating new contacts and creating a foothold in the corporate/business and individual donor community, generating a consistent source of revenue from new and existing relationships. This position, in partnership with the Chief Advancement Officer, establishes a predictable and renewable donor pipeline: stewarding donors and developing engagement opportunities (including events) that attract corporate, business, and individual donors, and community partners.

The Director of Development manages the Development Coordinator and the Volunteer Coordinator. They are responsible for supporting a combined revenue goal from individuals and corporations in this fiscal year of \$1.2 million. Supported by the Chief Advancement Officer, the Director of Development will co-create and execute a long-term growth strategy

that increases contributed revenue streams to \$2 million+ annually. This includes annual campaigns (Year End, Amplify Austin, Monthly Giving, Corporate Sponsorship/Underwriting and Donor focused Events). The ideal candidate has 3+ years of experience with nonprofit fundraising, supervision experience for staff and/or volunteers, excellent communication skills, is a strategic thinker, enjoys cross-team collaboration, cares deeply about building long-term relationships, and has strong project management skills.

ESSENTIAL FUNCTIONS

- Develops and implements short- and long-term development plans to meet established development goals and objectives toward a robust annual giving program (corporate/sponsorships, monthly giving, fundraising events and other initiatives throughout the year).
- Serves as a key member of the Development Team, working alongside a Director of Grants and Institutional Giving, achieving an overall \$2M goal.
- Ensures that donors experience high-quality interactions with the organization that foster long-term engagement and investment through gift stewardship and donor recognition.
- Leads the planning, execution, and evaluation of our annual gala, Imagine That, including management of gala planning and host committees.
- Works collaboratively with key constituents, including board and community members, through acknowledgment and relationship-building cultivation efforts.
- Makes effective use of Thinkery's prospect management database (Tessitura), aligning with Finance, to implement moves management systems and ensure appropriate management of donors, members, and prospects in coordination with Thinkery's fundraising objectives.
- Oversees stewardship activities; ensuring a high-touch response to partners and donors that deliver a high-quality experience to all constituents.
- Ensures direct reports develop themselves professionally by providing opportunities for growth based on individual and organizational goals.
- Manages two direct reports: Development Coordinator and Volunteer Coordinator/Community Relations (related to Corporate Partnerships).
- Operates cross-functionally, coordinating specifically with Marketing/Communications and program staff, establishing cohesive practices related to donor pipeline development, storytelling, and the donor experience.

OTHER RESPONSIBILITIES

- Days and hours of work are largely Monday through Friday during normal business hours. Periodic duties outside of regular work week schedule during seasonal high-volume times. Other duties as assigned.

Requirements

COMPETENCIES

- **Ensures Accountability:** Holding self and others accountable to meet commitments.
- **Instills Trust:** Gaining the confidence and trust of others through honesty, integrity, and authenticity.
- **Values Differences:** Recognizing the value that different perspectives and cultures bring to an organization.
- **Creates Connection:** Builds engagement and belonging in relationships across teams and with guests promoting a welcoming environment for all.

KNOWLEDGE, SKILLS & ABILITIES

- Demonstrated knowledge of donor management, stewardship, and cultivation process.
- Knowledge of donor stewardship, including donor relations, strategic communications, and financial reporting.
- Exercise good judgment, demonstrate an understanding of ethics related to development activities, and use discretion in interactions with donors, prospects, volunteers, and others.
- Advanced computing skills including Excel, Word and PowerPoint, and donor database management. Tessitura experience a plus.
- Conduct research, gather data, analyze information, and prepare effective, accurate, and timely reports and other documents to support development objectives.

ORGANIZATIONAL RELATIONSHIP

- Reports to Chief Advancement Officer
- Supervises Development Coordinator
- Supervises Volunteer/Community Relations Coordinator

EXPERIENCE & EDUCATION:

- Bachelor's degree in related field preferred
- 3+ years' progressively responsible experience in development and fundraising; front line fundraising preferred
- 2+ years' experience supervisory experience for staff and/or volunteers strongly preferred
- 2+ years' experience securing corporate sponsorship strongly preferred
- 2+ years' event planning and execution experience

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to:

- Observe and react to the needs of guests, staff, volunteers, and community partners.
- Move throughout the museum.
- Manipulate and move exhibit components weighing up to 25 pounds, including those that may be low to the ground or above eye level.
- Communicate and exchange accurate information with guests, staff, volunteers, and community partners in a variety of formats including in-person, electronically, and over the phone.
- Detect and respond to safety hazards.
- Occasionally work in outdoor environments.
- Operate standard office equipment effectively.

BENEFITS

Thinkery offers competitive and affordable benefits for our full-time staff including options for 100% employer sponsored medical coverage. Our benefits package includes:

- Medical insurance options including HSA, PPO Gold, and PPO Platinum plans
- Affordable dental and vision
- 100% employer sponsored EAP, STD, LTD, AD&D, and Life Insurance
- 2 weeks of paid vacation, 12 days of paid sick leave, and 13 paid holidays each year
- Paid Family and Covid Sick Leave
- Pet and child friendly offices
- Membership to the museum and discounted rates to Camps

This job description should not be construed to imply these requirements are the only duties, responsibilities, and qualifications for this job. Incumbents may be required to follow any additional related instructions, acquire related job skills, and perform other related work as required. This job description may be updated as needed.

Thinkery is an Equal Opportunity Employer. This company does not and will not discriminate in employment and personnel practices on the basis of race, sex, age, handicap, religion, national origin, sexual orientation, or any other basis prohibited by applicable law. Hiring, transferring, and promotion practices are performed without regard to the above-listed items. All candidates offered a position will be required to submit to background and reference checks.