

DIRECTOR OF PHILANTHROPY

Classification:	Full-time, Salaried, Exempt
Annual Salary Range:	\$58,100 - \$96,330 (salaries paid biweekly)
Anticipated Hiring Range:	\$65,000 - \$82,000
Other Information:	Benefit Eligible

Fort Collins Museum of Discovery (FCMoD), is a unique public/private partnership that engages visitors in an innovative learning environment. As Northern Colorado's only AAM accredited museum (American Alliance of Museums) and only ASTC-affiliated museum (Association of Science-Technology Centers), FCMoD occupies a pivotal space in the cultural and educational life of our region and creates extraordinary opportunities for visitors to engage with experiences that explore the interplay of science and culture in ways that are deeply relevant to community, geography, and shared history.

The Director of Philanthropy is a key member of the senior leadership team responsible for strategically connecting, stewarding and guiding diverse philanthropic resources in support of advancing FCMoD's mission and impact. The Director will be in a position to evaluate the current portfolio of contributed revenue and develop new strategies that position the organization for even deeper donor engagement and long-term financial sustainability. In addition to directing FCMoD's philanthropic strategy and engagement, the Director of Philanthropy oversees the museum's brand and communication strategy to ensure deep integration across all aspects of the museum. This position will have direct influence in creating the employee network that supports philanthropy and communications, with opportunity for new position(s) hired.

The ideal candidate demonstrates experience in philanthropy and donor stewardship, with a passion for nonprofit excellence. The Director of Philanthropy has qualities and characteristics that yield meaningful, long-term relationships, as well as a proven record in setting priorities, executing on strategy, managing multiple projects, and working effectively under pressure to achieve individual and organizational goals. A successful candidate has experience working in a rapidly evolving organization with demonstrated achievement of high-performing, impactful deliverables in a wide range of philanthropic work.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Philanthropy

- Lead, inspire and support staff and board to participate in philanthropic activities.
- Evaluate and lead the organization's philanthropic culture and strategy
- Update and advise on development strategies to enhance total contributed revenue portfolio, including individual donors, corporate sponsors, grant support, planned giving, and endowment strategies
- Manage team responsible for the development and implementation of donor acquisition, stewardship, and communication plans

- Effectively steward FCMoD donors and cultivate new potential partners
- Oversee the maintenance of a streamlined system for donor, foundation, corporate and potential donor records using appropriate databases
- Report progress against goals to leadership, Board of Directors, and staff on fundraising plans, status, revenue, and activities
- Strategically monitor and evaluate development initiatives, processes, and procedures to maximize efficient uses of resources; make changes as necessary
- Manage annual fundraising activities, including appeals and events
- Develop and maintain annual budget as it relates to philanthropy and communications
- Ensure FCMoD is upholding legal and ethical duties to donors and following all applicable laws and best practices

Communication and Marketing

- Manage communication team and work collaboratively with all museum network teams to ensure effective, timely and meaningful communication that increases brand reach and relationship, deepens mission engagement and supports future impact
- Oversee FCMoD's communication and marketing strategies to align with organizational goals
- Facilitate the appropriate resources, processes and systems to seamlessly implement internal and external communication efforts, including media relationships, advertising, digital and written newsletters, appeals and social media footprint
- Support the development and maintenance of fresh and consistent branding materials to support staff and stakeholder efforts in sharing museum information
- Develop and report on metrics that support performance, impact and inform business decisions

KNOWLEDGE, SKILLS, & ABILITIES

- Understands and integrates the principles of a donor-centered philosophy
- Understands budgets, financial documents, and sound principles associated with nonprofit management.
- Provide leadership through inclusion, influence based on expertise, and assign individual value in accordance with the established culture of FCMoD.
- Excellent interpersonal and relationship building skills.
- Ability to manage toward clarity, find solutions and think strategically about the organization.
- Highly organized, detail-oriented, reliable, and adaptive
- Ability to communicate effectively both orally and in writing.
- Ability to speak publicly.
- Ability to use considerable judgment, initiative, and independence.
- Ability to maintain confidentiality.
- Keen interest in learning and developing as a professional, staying on top of best practice research.



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- Proficiency with computers, including Microsoft Office and the internet. Work with Altru a plus.
- Ability to be flexible and provide additional support and duties as needed to ensure the museum is successful.
- Ability to work in a fast-paced environment, able to analyze situations, responding quickly to deliver effective solutions.
- Ability to establish and maintain effective working relationships with co-workers.

EDUCATION & EXPERIENCE

Bachelor's degree in Finance, Business Administration, Public Administration or relevant field from an accredited college or university; six to eight years of related experience; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to effectively and concisely present information and respond to questions from many groups including museum staff, board of directors, donors, volunteers and museum visitors. Ability to write reports, business correspondence, and procedural guidelines.

SUPERVISORY RESPONSIBILITIES

This position has responsibility for the oversight of consultants, third-party contractors, museum employees, volunteers, and/or interns.

VALUES-BASED BEHAVIORS

- Listens attentively to others. Asks clarifying questions to gain a better understanding of the other person's views and assumptions
- Works effectively in a team environment and actively participates in joint problem solving; willingly cooperates with co-workers
- Identifies and takes advantage of opportunities for personal and professional development
- Comes to meetings prepared and on time; honors work commitments; follows through on commitments; meets deadlines
- Collaborates with other work groups and outside organizations as appropriate, in a proactive and responsive manner
- Honors the private and confidential matters of co-workers. Protects the proprietary and confidential information of FCMoD
- Follows rules, regulations, and policies. Positively contributes to implementing changes

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 regularly required to sit and talk or hear. The employee frequently is required to stand; walk; and use hands to handle, feel or motion. The employee is occasionally required to reach with



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hands and arms and stoop, kneel crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 40 pounds. FCMoD adheres to requirements set forth by the Americans with Disabilities Act.

CERTIFICATES, LICENSES, & REGISTRATIONS

Driver's license or ID card issued by a State or territory of the United States is required.

COMPENSATION AND BENEFITS

- Classification: Full time, salaried, exempt
- Salary Range: \$58,100 - \$96,330
- Benefit eligible

The Director of Philanthropy position is a salaried, exempt position that is eligible for defined benefits under the Fort Collins Museum of Discovery Nonprofit Partner. This position is eligible for 10 paid holidays, accrued personal time off and sick time. The nonprofit partner offers employee-sponsored health, dental and vision insurance; long-term and short-term disability; optional retirement plan; and employee assistance program.

APPLICATION PROCESS

Interested applicants can send application materials to Co-Executive Director Laura Valdez at lvaldez@fcmod.org. Applicants should be prepared to send a cover letter, resume and three professional references. Applications will be reviewed, and selected candidates will be interviewed. Additional analysis may be conducted. Hiring is conditional upon a successful background check; additionally, a drug screening may be required.

FOR OFFICE USE UPON HIRE

I have reviewed and understand the essential functions of this job description and am able to perform each function with / without (circle one) accommodation. I further acknowledge that this job description is a general description of the duties of this position and changes in responsibilities may be required periodically by my supervisor.

Signature

Date