



DIRECTOR OF PHILANTHROPY

Classification: Full-time, Salaried, Exempt
Anticipated Hiring Range: \$72,000 - \$80,000 (annual salary)
Other Information: Benefit Eligible

Fort Collins Museum of Discovery (FCMoD) is not like any other museum you have experienced. Our exhibits and collections are broad and diverse, seamlessly weaving together scientific phenomena with historical reflection. Our programs are innovative and intriguing, inspiring generations of life-long learners. Our organizational model is different from most, rooted in a robust public/private partnership. These elements come to life every day at FCMoD to ensure that the museum, its staff, partners, supporters, and visitors experience the best we have to offer.

FCMoD is an AAM-accredited (American Alliance of Museums), and ASTC-affiliated museum (Association of Science-Technology Centers), that 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 our community, our geography, and our shared history. FCMoD promotes a team environment where curiosity, not certainty, informs our work. The Director of Philanthropy will utilize this mindset to successfully cultivate relationships, foster collaboration, and support a culture of trust with colleagues, partners, and stakeholders.

As a result of our innovative organizational structure, FCMoD thrives in a shared leadership model throughout our organization. The Director of Philanthropy reports to the Executive Director, Nonprofit Partner, works closely with both Co-Executive Directors, and is part of a leadership team that includes both Executive Directors (City Partner and Nonprofit Partner), a cohort of Associate Directors, Directors, and Senior Managers.

The Director of Philanthropy is a key member of the senior leadership team responsible for shaping the museum's future through strategic growth, systems thinking, fostering relationships, and leading innovative communications and fundraising efforts. The Director will strategically connect, steward, and guide diverse philanthropic resources in support of advancing FCMoD's mission, impact, and overall revenue strategy. The Director will evaluate the current portfolio of contributed revenue and develop new strategies that position the organization for even deeper engagement, diversified funding, and long-term financial sustainability. Hand in hand with directing FCMoD's philanthropic strategy and engagement, the Director of Philanthropy guides the work associated with the museum's brand and communication strategy to ensure deep integration across all aspects of the museum. This position will have direct influence in further developing the employee network that supports philanthropy and communications.

Further, FCMoD works within the philosophy of the Adaptive Network Model, an organizational model designed to leverage the talent and expertise across the museum team as well as facilitate greater integration of partnerships with community experts through an adaptive lens. The Adaptive Network Model is rooted in the organization working as a whole system and prioritizing communication for understanding. Shifting the understanding from "my work" to "our work", from "my success" to "our success" deepens our appreciation and celebration for our shared goals. This position works within a team that leads and supports this work for the betterment of the organization.

The Director of Philanthropy has qualities and characteristics that yield meaningful, long-term relationships with colleagues, across the community, and within their field. The ideal candidate will be a highly collaborative, self-motivated, and results-oriented leader with demonstrated experience in relationship cultivation, priority setting, strategy execution, and working effectively under pressure to achieve individual and organizational goals. The Director will focus on high-level strategic thinking, cross-network team building, and goal setting while managing day-to-day fundraising tasks and supporting all aspects of philanthropy and communications operations. 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, Communications, and Marketing

- Lead, inspire, and support museum staff and leadership to participate in philanthropic activities, including organizational storytelling.
- 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.
- Direct the teams responsible for donor acquisition, stewardship, and communications and work collaboratively with overall museum network team to ensure effective, timely and meaningful communication that increases brand reach and relationship, deepens mission engagement and supports future impact.
- Guide the development and maintenance of fresh and consistent branding materials to support communication team, broader staff, and stakeholder efforts in sharing museum information.
- Effectively steward FCMoD donors and cultivate new potential donors and partners.
- Oversee the maintenance of a streamlined system for donor, foundation, corporate and potential donor records using appropriate databases.
- Facilitate the appropriate staffing, 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.
- Report progress against goals on fundraising plans, status, revenue, and activities to leadership and staff, and when directed, the Board of Directors.

- Strategically monitor and evaluate development initiatives, processes, and procedures to maximize efficient uses of resources; make changes as necessary.
- Direct annual fundraising activities, including appeals and events.
- Develop and maintain annual budget as it relates to philanthropy and communications.
- Develop and report on metrics that support performance, impact, and inform business decisions.
- Ensure FCMoD is upholding legal and ethical duties to donors and following all applicable laws and best practices.

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.
- 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.

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they can perform every job description task. We are most interested in finding the best candidate for the job, and that candidate may come from a less traditional background. The museum may consider an equivalent combination of knowledge, skills, education, and experience to meet minimum qualifications.



If you are interested in applying, we encourage you to think broadly about your background and skill set for the role.

LANGUAGE SKILLS

Ability to effectively and concisely present information and respond to questions from many groups including museum staff, museum leadership, donors, volunteers and museum visitors. Ability to write reports, business correspondence, and procedural guidelines Ability to effectively and concisely present information, speak before different groups, and respond to questions from the general public, funding partners, other donors/stakeholders, and coworkers. Proficiency in a language other than English, including the most spoken languages of our community (Spanish, Arabic, Korean, or Mandarin Chinese) is highly desirable.

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 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
- Full Salary Range: \$63,600 - \$99,781 annually (paid bi-weekly)
- 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 11 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 apply by filling out the Director of Philanthropy application at fcmod.org/jobs. Applicants should be prepared to upload a digital cover letter, resume, and three professional references. If there is a need, materials can be submitted to Michael Allison, Associate Director, at mallison@fcmod.org. 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