Job Title: Director of Development  
Department: Institutional Advancement  
Direct Supervisor: Vice President for Institutional Advancement  
FLSA Status: Exempt  
Full-time/Part-time: Full Time, some evenings & weekends required  
Pay Rate: $68,000 annually

I. SUMMARY
The Director of Development is responsible for planning, coordinating, and implementing an integrated program of fundraising and program activity in furthering the mission Rochester Museum and Science Center (RMSC). The Director manages and directs the annual giving program, including identifying, cultivating and soliciting various resources. Supports campaign programming, event fundraising, and data management.

RMSC CORE VALUES
● Supports the RMSC Core Values of Community, Innovation, Excellence, Lifelong Learning and Integrity

II. ESSENTIAL DUTIES AND RESPONSIBILITIES
● Meets or exceeds direct fundraising goals set in collaboration with the Vice President for Institutional Advancement (VPIA) and continuously improves solicitation efforts to increase giving amounts from all constituents.
● Responsible for the development and implementation of the annual giving campaigns, community friends, corporations, organizations, fundraising events and capital campaigns.
● Organizes appropriate and adequate volunteer structures for campaigns, interacting with volunteers to keep their interest high, to ensure their contacts are made, and to train, as necessary.
● Prepares development budgets and collaborates with VPIA on annual organizational budget.
● Identifies and solicits appropriate leadership giving prospects. Assists VPIA in pursuing major, planned, and capital giving opportunities. Assists VPIA in designing and carrying out strategies for cultivation and stewardship of major prospects.
● Collaborates with Advancement staff on the development and distribution of reporting from the database. Tracks and evaluates annual giving campaign activity, keeping the VPIA and Board regularly informed on status of annual campaigns and capital campaign.
● Leads Advancement team in fundraising event planning.
● Performs other duties as assigned.

III. COMPETENCIES

Informational/Technical:
Appropriate use of the internet, intranet, email, paging system, payroll system, phone system, and computer systems. Working knowledge of Altru or other donor database solutions and wealth screening tools is essential.

Communication:
Strong ability to interact and develop relationships with a variety of internal and external contacts. Ability to communicate effectively, politely, professionally, and comfortably with all guests and staff. Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; and participates in meetings. Extremely high proficiency for clear and informative written communication. Ability to read complex written information and also to be able to interpret data from multiple sources. Ability to maintain confidentiality.
Time Management:
Ability to set priorities and to meet established deadlines without direct supervision. Ability to effectively transition between multiple duties. Ability to take initiative and identify projects in need of completion.

QUALIFICATIONS

- Bachelor's Degree required.
- A minimum of 5 years of fundraising and supervisory experience in a leadership role.
- Demonstrated skills and experience in fundraising. Tangible evidence of metric driven donor-centric practice.
- Clear understanding of fundraising operations and process. Knowledge of fund accounting and skill in the use of personal computers.
- Experience with Blackbaud products preferred.
- Proven experience and success in gift solicitation.

IV. PHYSICAL REQUIREMENTS
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. Reasonable accommodations will be made to support individuals with disabilities.

Must be able to see, hear, speak, and type. Must be able to sit or stand for extended periods of time and occasionally lift up to 30 lbs.

This job description reflects management's assignment of essential functions and does not restrict management's right to assign or reassign duties and responsibilities to this job at any time.

RMSC is committed to creating a diverse environment and is proud to be an equal opportunity employer. This policy expressly prohibits discrimination on the basis of sex, race, color, religion, creed, national origin, age, marital status, sexual orientation, disability, genetic predisposition, gender identity or expression, carrier status, domestic violence victim status, veteran status, or status as a member of any other protected group or activity.

I have read this job description and understand the essential duties, responsibilities and requirements of the position. I am able to perform the duties and responsibilities as outlined, with or without reasonable accommodation. If I require reasonable accommodation, I will inform my supervisor and/or Human Resources. I understand, if I have any questions about job duties not specified on this job description, I should discuss them with my immediate supervisor or Human Resources.

Please send all resumes and cover letters to Jessica Colangelo, Director of Human Resources jcolangelo@rmsc.org by Friday, May 31, 2024