



# Director of Development and Communications

**Hours:** FTE (32-40 hours a week) Expected to occasionally work additional hours as needed, including evenings and weekends for donor events and campaign milestones.

**Status:** Exempt

**Reports to:** Board of Directors

**Compensation:** \$74,000 - \$85,000 DOE

**Benefits:** Health benefits available

## Position Summary

The Director of Development and Communications is a core member of the Children's Museum of Central Oregon (CMCO) leadership team, reporting directly to the Board of Directors. This role owns CMCO's fundraising strategy and its marketing and communications function, working in close partnership with the Museum Director on donor relationships, campaign strategy, and public messaging. Primary responsibilities include leading individual and major donor cultivation, stewarding CMCO's capital campaign, overseeing grant and institutional funding relationships, and directing all marketing, communications, and brand efforts, from CMCO's Mobile Museum programming today through its first physical location. This is a horizontal leadership role: the Development and Communications Director and the Museum Director each bring distinct expertise to the table and are jointly accountable to the Board for CMCO's growth.

## Fundraising Strategy & Leadership

- Develop and execute CMCO's annual and long-term fundraising strategy, aligned with organizational priorities and the capital campaign.
- Build and maintain CMCO's development calendar, covering the annual fundraising plan, campaign milestones, grant deadlines, and donor touchpoints.
- Track and report fundraising progress, revenue projections, and pipeline health to the Board's Finance and Development committees.
- Recommend new revenue strategies and donor segments as CMCO grows toward its physical opening.

## Major & Individual Donor Development

- Manage CMCO's donor stewardship program, including cultivation, solicitation, recognition, engagement, and retention, across individual donors, corporate partners, and community supporters.

- Partner with the Museum Director on cultivation and solicitation of major donors
- Support Board members in donor outreach, providing materials, briefings, and follow-up support for their solicitation conversations.
- Maintain accurate donor records, giving history, and next steps in CMCO's donor database to inform ongoing engagement.
- Coordinate timely donor acknowledgments and recognition.

## **Capital Campaign Management**

- Serve as the day-to-day fundraising lead on CMCO's capital campaign for its first physical location, working closely with the Museum Director and Museum Development Committee.
- Maintain and update the Case for Support and Donor Discussion Guide as campaign milestones and messaging evolve.
- Track progress against the campaign's working capital goal and naming-gift opportunities.
- Coordinate campaign collateral, donor-facing materials, and campaign video production in partnership with outside vendors.
- Support donor site visits, campaign events, and cultivation touchpoints tied to the project.

## **Grants & Institutional Funding**

- Research, identify, and cultivate relationships with foundation, corporate, and government funders aligned with CMCO's mission and capital needs.
- Draft and manage grant proposals, reports, and funder communications, in partnership with the Museum Director.
- Maintain a grants calendar and tracking system for deadlines, reporting requirements, and renewal cycles.
- Support the Museum Director on legislative and public funding opportunities as needed.

## **Development Operations & Systems**

- Own and maintain CMCO's donor database, ensuring accurate gift entry, acknowledgments, pledge tracking, and reporting.
- Develop and maintain development SOPs, templates, and historical records to ensure consistency as the organization scales.
- Monitor in-kind and sponsorship contributions alongside cash revenue.
- Ensure development systems and donor data support the philanthropic investment required for the capital campaign and future operations.
- Provide regular reporting to the Board of Directors.

## **Events & Community Fundraising**

- Lead planning and execution of CMCO's fundraising and donor-engagement events.
- Develop event budgets, timelines, and revenue projections in partnership with the Museum Director.
- Manage event logistics, sponsorships, in-kind donations, vendor relationships, and volunteer coordination.
- Coordinate post-event stewardship, reconciliation, and reporting.

## **Marketing & Communications Leadership**

- Own CMCO's marketing, communications, and brand strategy, ensuring consistent voice and positioning across all public-facing materials.
- Direct planning and rollout of major communications milestones, including public announcements tied to the organization's new name and new home.
- Lead content development for fundraising campaigns, donor communications, and impact storytelling across email, social media, and print.
- Draft press releases and manage media outreach, in partnership with the Museum Director on high-visibility announcements.
- Oversee CMCO's website content, social media presence, and annual report production.
- Contribute donor and funder impact stories, data, and testimonials to CMCO's public communications and reporting.

## **Board & Leadership Partnership**

- Report directly to the Board of Directors, providing timely and transparent updates on fundraising, communications, and campaign progress.
- Serve as a peer partner to the Museum Director, aligning development and communications work with organizational strategy and operations.
- Collaborate with the Board's Finance, Marketing, and Museum Development committees to advance fundraising objectives.
- Support Board recruitment and engagement efforts as they relate to fundraising and communications capacity.

## **Skills & Qualifications**

- Bachelor's degree or equivalent combination of education and professional experience in nonprofit development, fundraising, marketing, communications, or a related field.

- Demonstrated experience in nonprofit development, major gifts, or capital campaign fundraising; experience with a capital campaign strongly preferred.
- Demonstrated experience in marketing, communications, or brand management, including media relations and content strategy.
- Strong relationship-building skills with excellent written and verbal communication.
- Strong project management and organizational skills, with the ability to manage multiple deadlines and priorities independently.
- Experience with donor databases/CRM systems.
- Ability to handle confidential donor and organizational information with discretion.
- Ability to work independently, take initiative, and collaborate effectively within a small, mission-driven team.
- Knowledge of and passion for CMCO's mission and Central Oregon community.

## Physical & Other Requirements

- Ability to submit and clear a background check.
- Frequent computer use, keyboarding, and communication by phone, email, and in person.
- Ability to occasionally lift and move materials weighing up to 40 pounds.
- Ability to participate in occasional evening or weekend fundraising events and travel locally throughout Central Oregon as needed.

## To Apply

Send your resume and a brief cover letter describing your interest to [admin@cmcoregon.org](mailto:admin@cmcoregon.org)

## About CMCO

The Children's Museum of Central Oregon (CMCO) is an emerging museum that envisions a Central Oregon community where all children have access to hands-on learning and play that enriches their development. Established in 2015, we have served our community through pop-up museum events and programming as a museum without walls.

Our mission is to inspire curiosity and creativity through playful STEAM learning.

We are now expanding our work by establishing a museum location and reimagining our mobile museum offerings. Come join us as we move from a vision to making a children's science museum a reality in Central Oregon!

*CMCO is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, veteran status, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.*

*This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and*

*apprenticeship. CMCO makes hiring decisions based solely on qualifications, merit, and organizational needs at the time.*