



Development Services Manager

About the San Antonio Children's Museum

Since its founding in 1995, the Children's Museum has been the only museum in San Antonio entirely devoted to children under the age of 10. Through three floors of interactive exhibits, a wide variety of early literacy, science, health and art programs, and outreach programs that extend our educational reach into the community, we accomplish our mission to grow minds, connect families and transform communities through joyful learning and discovery.

Position Overview

Reporting to the Development Director the Development Services Manager will be accountable for growing the individual donor base of the San Antonio Children's Museum through donor relations and stewardship, prospect research and information management. This position will focus on the internal process to develop donors for both the ongoing operations of the Museum as well as the upcoming Capital Campaign. The successful candidate will demonstrate knowledge of prospect research as well as the donor giving cycle and have unique ways to implement an individual giving plan at the museum to achieve success in both our annual giving and the Capital Campaign. S/he will understand how the Annual Fund and the Capital Campaign are intertwined and will work with the Development Director to ensure that concept is top of mind in all cultivation. S/he will be outgoing and be able to explain the mission and vision of the museum to potential donors in an engaging manner.

Education and Experience Required: Bachelor's degree from an accredited college or university. 1-3 years of professional experience working fundraising. Experience with prospect research is preferred. The position is full-time with benefits. Salary is competitive and commensurate with experience.

Donor Relations & Stewardship

- Develop with the Development Director an overall annual individual giving plan to include research, cultivation, appeals, and stewardship for both the Capital Campaign and ongoing museum operations
- Coordinate logistics of two direct mail appeals annually
 - Manage the mailing list to ensure accurate execution of planned messages
- In coordination with the Development Director, provide staff support for the Capital Campaign Committee and SACM Board of Directors
- Create overall stewardship program in order to provide thoughtful, consistent, and appropriate stewardship in recognition of all gifts to the Capital Campaign
- Coordinate an online giving program and electronic communication/appeals with the Marketing Department

Prospect Research

- Maximize the use of individual donor research to inform the Annual Fund and the Capital Campaign
- Develop and update donor contact tools, such as lists and contact templates, to help meet development goals
- Create comprehensive donor profiles for the Museum's top prospects

Information Management

- Manage a database of donors through detailed record keeping and consistent operational procedures
- Assure that all gifts, grants and meetings are promptly and appropriately acknowledged
- Coordinate the sequence and management of all individual donor requests
- Develop and maintain a system for donor follow-up
- Manage the donor filing system and DonorPerfect

How to apply:

Submit a cover letter, resume, and three professional references to resumes@sakids.org. Only those persons meeting the minimum requirements and qualifications will be considered. Not all applicants will be interviewed.