Glazer Children's Museum

EXECUTIVE SEARCH – CHIEF DEVELOPMENT OFFICER

ABOUT THE GLAZER CHILDREN'S MUSEUM

Mission

The mission of Glazer Children's Museum's is to create and foster engaging, impactful PLAY experiences for children and families to learn and thrive. Our vision is a community that values PLAY as the foundation for the learning and development of children and families across generations.

History

Glazer Children's Museum's history dates back to the 1965 opening of Safety Village in Lowry Park and has grown over the years, just like children do. Since the opening of their new location in 2010, GCM has been a landmark in Downtown Tampa, serving 230,000+ guests throughout our 53,000 sq. ft. building. And over the course of 15 years, GCM has become an integral part of the cultural corridor of museums, libraries, theaters, and performing arts centers in Tampa Bay. Children who play at the Glazer Children's Museum grow up to be lifelong learners and patrons of arts and culture.

Funding

As a nonprofit organization, the Glazer Children's Museum relies on private support and donations to provide hands-on learning experiences for Tampa Bay area families. Each year, the Museum grants close to $1M in free or reduced access for families and students in need. Our funding comes 60% through admissions and special program revenue and needs 40% to come through charitable donations.

CHIEF DEVELOPMENT OFFICER

The Glazer Children's Museum is seeking a Chief Development Officer (CDO) that will be responsible for leading the design, strategic leadership, management and execution of all fundraising activities for the Glazer Children's Museum, including: individual, corporate, foundation and public giving, fundraising events, capital needs and planning for long term sustainability. The CDO will need to possess a proven track record of leading a team of fundraising professionals and managing a diverse, multi-million-dollar portfolio of donor partners. The ideal candidate will have experience as an authentic champion for the Museum's mission and dedicated relationship and consensus builder.

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This role leads the charge to build and enhance connections with current donors, and develop new connections, resulting in increases in contributed income, new pathways of giving, and the long term sustainability and flexibility of the Museum to meet and grow an annual fundraising budget of $2,000,000. In addition, the Museum is setting up to embark on a $20M, phased capital campaign. The CDO will be responsible for the following:

DUTIES & RESPONSIBILITIES

Team Leadership and Administration:

- Create and sustain strong working relationships with the President and CEO, leadership staff, as well as with the Museum's Board of Directors and Development Committee.
- In collaboration with the President & CEO, works closely with the Board of Directors, and Leadership Team to identify funding priorities in order to plan and implement comprehensive campaign strategies and accomplish team goals.
- Effectively staffs and briefs the President & CEO in her role, matching the President & CEO with the Museum's top donors and prospects in an appropriate strategy for engaging these donors and prospects in the Museum's mission and vision.
- Participate as an active member of the Museum's Leadership Team. Bring strategic thought around fundraising, provide insight on museum wide challenges, and effectively collaborate with teams for best outcomes.
- Manage and mentor staff fundraising team, Board members, committee members and community volunteers. Effectively communicate with team members, sharing details from leadership meetings and board meetings.

Development Strategy and Execution:

- Develop annual strategy and execution plan for reaching annual fundraising goals.
- Complete a feasibility study for an estimated $20M phased capital campaign for Museum; build volunteer campaign advisory board, direct campaign strategy and solicitation priorities, manage prospect lists, and successfully execute cultivation plans and provide support to volunteers and staff for all aspects of the campaign.
- Serve as the lead solicitor for major gifts (over $25,000) while managing a team to support smaller gifts.
- Establish and activate a plan to engage new donors, and maintain grant opportunities and relationships with current and past donors.
- Grow and execute successful annual fundraising events with the Development Team, with a goal of reliable income, and creating a pathway for new and deeper engagement, while showcasing the Museum's personality, values, and importance as a cultural and educational cornerstone in the community.
- Coordinate and manage all fundraising activities to reduce redundancies and potential conflicts. Set priorities and timelines.

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- Spearhead and supervise timely donor stewardship and gift acknowledgement, recordkeeping, and reporting requirements both internally and externally.
- Employ the highest of professional and ethical standards while demonstrating the sensitivity necessary to successfully engage and interact with high level donors.
- Set short, mid and long term goals and report regularly on progress.

Community Relations

- Serves as spokesperson for the integrity, role, and value of the Museum.
- Work with the Marketing Team to develop a comprehensive communications plan to cultivate new donors, engage and inspire existing donors through regular printed communications, annual reports, presentations, newsletters, news releases, social media, and events. In partnership, develop collateral and marketing materials for donors and prospects.
- Develop a visible and effective external profile, regularly presenting on behalf of the Museum at large and small gatherings of influential stakeholders including donors, prospective donors, professional advisors, and business leaders, and attending various offsite community functions hosted by donors and/or nonprofit partners.

Administration

- Collaborate effectively with other Museum departments to ensure the seamless flow of information needed for activities such as writing grants, producing reports and external communications.
- Manage systems of communication, filing, correspondence and cross- referencing between the Board, Leadership Team, and all team members who interact with donors regularly through the use of a donor CRM and other software systems.
- Develop dashboards and reporting metrics for both internal and Board use that capture the overall health of fundraising for the Museum.
- Deliver monthly written updates to the Board of Directors.
- Develop an annual fundraising budget, benchmarks and metrics for the Museum, in collaboration with team members and the development committee, to ensure budgetary goals are met or exceeded.
- Maintain office and CRM software systems to support all development projects and operations.

POSITION REPORTS TO: President & CEO

POSITIONS SUPERVISED: Giving Manager: Grants & Proposals, Giving Manager: Corporate, and various subcontractors.

QUALIFICATIONS

- Bachelor's Degree or equivalent, CFRE highly preferred
- 7-10 years' experience in similar roles showing progressive responsibility and leadership
- Demonstrated experience and success in managing a team
- Demonstrated success at meeting or exceeding funding goals regularly with a small support team
- Demonstrated experience in overseeing and successfully completing capital campaign (s)

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- Demonstrated success in securing multiple major gifts ($100,000+) from various sources
- Demonstrated ability to develop an extensive portfolio of donors at various levels
- Exemplary and demonstrated communication skills (presentations, training, instruction)
- Written and oral communication proficiency.
- Experience in and comfort level with technology, including familiarity with computer-based fundraising support systems. (CRM: Humanitru, Microsoft Office, Google, Slack, Monday.com)

REQUIREMENTS

- Pass a Level 1 background check.
- Valid Driver's license and proof of motor vehicle insurance for occasional travel.
- Successful completion of a pre-employment drug screen.
- Employees are responsible for timely transportation to and from all community events, training, and presentations.
- Schedule flexibility for evenings, weekends, and holidays.

SALARY & BENEFITS

The salary range is $105,000 - 120,000, potential of a $20,000 incentive plan for reaching fundraising metrics, and minimum 4% annual increase for the first 3 years. The Glazer Children's Museum provides:

- 80% employer paid healthcare and 30% of spouse & dependents
- Free telehealth services and tele-mental health services
- Healthcare insurance enrollment availability after 60 days of employment
- Ability to contribute to retirement plan
- Periodic opportunities for paid volunteer time
- Total of 208 PTO hours a year accrued at a rate of (8) eight hours per pay period (26 pay periods per year)
- Hybrid work schedule (must be on site for 3 of 5 days)
- Employee-sponsored trainings and certifications
- Paid maternity / paternity leave is available based on years of service
- Paid for holidays that the Museum is closed (Thanksgiving Day, Christmas Eve, Christmas Day) if those holidays fall on your regularly scheduled work day.
- Employer provided life policy, short term disability and long term disability

HOW TO APPLY

Glazer Children's Museum has retained Catalyst Consulting Services to conduct this search on their behalf. Michelle Turman, MA, CFRE is leading this search. To be considered for this opportunity please send a cover letter of interest and resume as separate documents via our candidate portal. Link: bit.ly/4c3SgqU