



Michelle Whiting & Associates  
Development Strategies, Foundation Relations, Organizational Advancement  
And Executive Search for the Nonprofit Sector

## **DIRECTOR of DEVELOPMENT**

### **PRETEND CITY CHILDREN'S MUSEUM**

#### **PRETEND CITY:**

Pretend City Children's Museum is a non-profit organization whose mission is to build better brains through fun, whole body learning experiences and empowers children and their grown-ups to meaningfully connect with and expand their world. Designed as an interactive and hands-on museum, Pretend City Children Museum provides programming, activities and learning opportunities that are not typically offered in schools or readily accessible within the community.

As Pretend City enter its third year of operation in a 28,000 square foot facility, we can boast of 1,650+ strong membership, a diverse \$3.5 million budget comprised of 50% earned income, a strong team of professional staff, and a committed, energetic, community-connected board of directors.

**LOCATION:** Pretend City is located in Irvine, California.

#### **POSITION CONCEPT:**

The Director of Development is a fund raising position at Pretend City. We envision a mid-career, energetic nonprofit professional with a demonstrated ability to implement, formalize and grow an annual and major gifts programs, corporate sponsorships and grants development. Our ideal candidate will possess a combination of the following:

- Successful track record in growing and managing diversified fund raising programs with suitable and diverse opportunities for all level of potential donors;
- Demonstrated experience building and nurturing teams, and sustaining effective relationships with board, staff, volunteers, and individual and institutional donors;
- The ability to educate our community about the needs of Pretend City and inspire financial and volunteer support
- Establish an optimal recognition and stewardship of donors, sponsors and volunteers;
- A strong work ethic, the desire to engage and honor the community, honesty, integrity, a high energy level, and a strong commitment to collaborative work style;
- Interest in and passion for the mission of Pretend City

#### **ESSENTIAL FUNCTIONS:**

- Implements and provides oversight of all of Pretend City's fund development activities, manages the daily operations of the development department, and monitors capability of activities through coordination with staff, appropriate committees, and the Board of Directors.
- Provides vital input into the short and long term strategic planning and positioning for Pretend City and the Development Department
- Ensures compliance with all relevant regulations and laws, maintains accountability standards to donors, and ensures compliance with code of ethical principles and standards of professional conduct for fundraising executives.
- Supports the Board Development Committee and Executive Director in their fundraising efforts.



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- Assures proper planning including goal setting, strategy identification, benchmarking and evaluation to support fund development
- Oversees the planning and execution of annual fundraising events and donor cultivation events
- Develops and manages annual fundraising auxiliary
- Works with CFO to prepare annual budgets for the development department and monitors and analyzes monthly department budget reports, recommending changes as necessary
- Prepares regular reports on progress, budgets, receipts and expenditures related to fundraising and the management of the Fund development activities
- In coordination with the Associate Director of Marketing, coordinates the design, printing and distribution of marketing and communication materials for development efforts
- Engages interns and volunteers for special annual fund development projects
- Oversees the utilization of Raiser's Edge donor database

**REPORTING RELATIONSHIPS:**

The Director of Development is part of the administration team and reports to the Executive Director. The position supervises three development staff: a grant writer, a development associate, and a membership/development associate. The Director may also manage from time to time the contract for an out-sourced special events consultant.

**EDUCATION/EXPERIENCE and CAREER PATH:**

A minimum of a Bachelor's Degree is required. The ideal candidate has been successfully managing and growing the development programs at a nonprofit organization of similar or larger budget size, with a successful track record in meeting or exceeding stated goals. The candidate has a minimum of three- five years of successful development experience in the nonprofit sector preferably with in Youth and Family serving agencies and/or Early Childhood and Youth Development organizations. Familiarity with the Orange County philanthropic landscape is highly sought after.

**APPLICATION PROCESS:**

Please submit a Cover letter, Resume and Compensation history *and* Compensation requirements to [Michelle@MichelleWhitingandAssociates.com](mailto:Michelle@MichelleWhitingandAssociates.com). All three attachments must be received; incomplete applications will not be considered. Please forward electronic submissions only. All candidates are strongly encouraged to develop a cover letter that describes how their qualifications and experiences fully intersect with Pretend City's needs. No phone calls please. Only principal, qualified candidates will receive a response.

*Pretend City Children's Museum is an Equal Employment Opportunity Employer and actively seeks a diverse pool of qualified candidates.*