MUSEUM OF DISCOVERY AND SCIENCE

JOB DESCRIPTION

POSITION TITLE: Director of Business Development

DIRECT ACCOUNTABILITY: Deputy Director

SUMMARY:

The Director of Business Development serves as a key member of the Museum's leadership team and is responsible for developing, leading, and executing comprehensive revenue-generation strategies that advance the Museum's mission, long-term sustainability, and institutional growth.

This position oversees the cultivation, solicitation, and stewardship of corporate partners, major donors, sponsors while identifying new business development opportunities that strengthen the Museum's financial position and community impact.

Working closely with executive leadership, the Director of Business Development will build and manage a robust fundraising pipeline, develop high-value partnerships, drive contributed revenue growth, and position the Museum as a premier destination for philanthropic investment and strategic collaboration.

QUALIFICATIONS:

Bachelor's degree in Nonprofit Management, Business Administration, Communications, Marketing, or a related field required; advanced degree preferred. Minimum of 7 years of progressively responsible experience in business development, fundraising, advancement, or external relations, with demonstrated success in revenue generation. Proven experience securing and managing corporate partnerships, sponsorships and major gifts. Experience working within nonprofit organizations strongly preferred, with museum, science center, education, or cultural institution experience highly desirable. Demonstrated track record of successfully meeting or exceeding annual fundraising and revenue goals. Exceptional relationship-building skills with the ability to engage and influence high-net-worth individuals, corporate executives, board members, and community stakeholders. Outstanding written and verbal communication skills, including experience preparing proposals, sponsorship packages, donor communications, presentations, and executive-level reports. Strong strategic thinking and ability to identify, cultivate, and close new business opportunities aligned with organizational priorities. Excellent organizational and project management skills with the ability to manage multiple priorities in a fast-paced environment. Proficiency in donor database management systems, CRM platforms, fundraising technology, and Microsoft Office Suite. Ability to work independently while collaborating effectively across departments and with

senior leadership. Flexible schedule to work evenings and weekends as needed for donor cultivation, community engagement, and special events.

DUTIES AND RESPONSIBILITIES:

Strategic Planning & Leadership

- Develop and execute comprehensive business development and fundraising strategies designed to increase contributed revenue and support institutional growth objectives.
- Establish annual revenue targets across key fundraising channels, including corporate partnerships, sponsorships and major gifts.
- Monitor fundraising performance metrics and regularly report progress, forecasting, and opportunities to executive leadership.
- Partner with the Deputy Director and senior leadership team to align fundraising initiatives with museum programming, exhibitions, educational initiatives, and long-term strategic priorities.

Donor Solicitation & Cultivation

- Identify, cultivate, solicit, and steward donors, corporate partners and sponsors.
- Lead donor engagement efforts including meetings, presentations, private tours, special events, and personalized stewardship strategies.
- Prepare compelling and customized sponsorship proposals, donor presentations, gift agreements, and partnership materials designed to secure transformational support.
- Build long-term relationships that increase donor retention, deepen engagement, and create opportunities for expanded philanthropic investment.

Data Management & Reporting

- Maintain accurate donor and prospect records in the donor database.
- Generate regular reports on fundraising results and metrics.
- Monitor budget and expenses related to development activities.

Teamwork & External Representation

- Represent the Museum to external audiences; attend events, meetings, and functions.
- May be assigned other duties as qualified.

COMPETENCIES:

1. Motivated self-starter with the ability to function effectively with minimal direction.
2. Employs a strong work ethic and high standards for his/her/their own work, and the work of others.
3. Sees the possibilities as opposed to the obstacles and is a creative and tenacious problem solver.
4. Is personable, analytical, articulate, and an excellent written and verbal communicator.

5. Is forward thinking and results oriented.
6. Strong verbal communication skills.
7. Excellent customer service skills.
8. Affective time management.
9. Detail oriented and excellent organizational skills.
10. Excellent relationship building skills.
11. Personal effectiveness/credibility.
12. Flexibility.
13. Technically skilled.
14. Understanding of how to manage stress and required composure.

SUPERVISORY RESPONSIBILITY:

This position has no supervisory responsibilities.

WORK ENVIRONMENT:

This position operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers and filing cabinets.

PHYISICAL RQUIREMENTS:

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. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; balance; stoop, kneel; talk or hear. May need to lift and move materials (e.g., pledge books, campaign signage) up to 25 lbs.

POSITION TYPE AND EXPECTED HOURS OF WORK:

This is a full-time, salary, exempt position. Days and hours of work will vary depending on event scheduling requirements. Must be available evenings and/or weekends. The employee is eligible for overtime according to applicable federal, state, and local laws.

TRAVEL:

No overnight travel is expected for this position. Occasional travel will be required for donor visits, events, or site visits.

REQUIRED EDUCATION AND EXPERIENCE:

Bachelor's degree in Nonprofit Management, Business Administration, Communications, Marketing, or a related field required; advanced degree preferred. Minimum of 7 years of progressively responsible experience in business development, fundraising, advancement, or external relations, with demonstrated success in revenue generation.

ADDITIONAL ELIGIBILITY QUALIFICATIONS:

Must have a valid class E driver license and own vehicle with the ability to travel locally as required.

SIGNATURES:

This job description has been approved by all levels of management:

Deputy Director _____

HR_____

The employee's signature below constitutes the employee's understanding of the requirements, essential functions and duties of the position.

Employee_____ Date_____