



## **Nido & Mariana Qubein Children's Museum**

**Director of Development | High Point, NC**

**Salary: \$75,000- \$80,000**

**Reports to the Executive Director**

### **THE ORGANIZATION:**

The mission of the Nido & Mariana Qubein Children's Museum is to inspire wonder, discovery, and play for children and families through engaging learning experiences. Since opening, the museum has welcomed more than 600,000 guests from all 100 North Carolina counties, becoming an important part of family life in the region. Families enjoy vibrant exhibits, hands-on STEM and art programming, field trips, camps, celebrations, and seasonal activities in a welcoming, thoughtfully maintained space. Strong community response, repeat visitation, and local and state recognition reflect the museum's growing impact. Through the *Museums for All* program, families receiving federal food assistance can visit at significantly reduced rates, ensuring access to exploration and learning for all children.

### **THE POSITION:**

The Nido & Mariana Qubein Children's Museum seeks a highly organized, relationship-focused Director of Development to steward existing donors, secure new philanthropic support, and manage strong fundraising systems. This hands-on role emphasizes donor relationships and strategic fundraising, with events playing a supporting role, and includes donor outreach, proposal writing, database management, and accurate record keeping.

Working closely with the Executive Director, the Director of Development will help shape the museum's fundraising strategy, grow philanthropic support, and deepen relationships with donors and community partners. This central role connects donor generosity to the daily experiences of children and families, while expanding a strong and engaged community of supporters for the museum's mission.

The museum values a collaborative team culture. As a small, mission-driven organization, staff work closely together to support shared goals and occasionally assist with museum-wide initiatives.

### **Key Responsibilities**

#### **Donor Stewardship and Relationship Management**

- Maintain and strengthen relationships with existing donors through regular communication, stewardship and recognition.
- Cultivate new relationships with individuals, corporations and foundations to expand the museum's base of support.
- Develop and implement strategies to retain donors and grow annual giving.

#### **Donor Database and Record Management**

- Maintain the museum's internal donor and membership database.
- Ensure accurate and organized records for gifts, pledges, sponsorships and donor communications.
- Manage gift processing and track donor engagement and fundraising progress.
- Prepare accurate data and reports for development planning and financial reporting.

### **Fundraising and Development Strategy**

- Develop and execute a comprehensive fundraising plan.
- Secure financial support through individual giving, corporate partnerships, sponsorships and foundation grants.
- Assist with the implementation of planned giving and endowment strategies.

### **Communications and Donor Materials**

- Assist with donor communications through newsletters, social media and marketing.
- Develop donor-focused materials, including sponsorship proposals, fundraising appeals and annual report content.
- Ensure consistent messaging across development and marketing communications.

### **Reporting and Impact Measurement**

- Track and analyze data related to scholarships and school field trips.
- Document and present information demonstrating the museum's community impact.
- Work closely with the Executive Director on financial and development reporting.

### **Grants and Sponsorships**

- Identify and pursue grant opportunities.
- Develop sponsorship proposals and manage corporate sponsorship relationships.
- Coordinate program sponsorships with the Education Director.

### **Community Engagement**

- Assist with fundraising events as part of the museum's broader development strategy.
- Work with volunteers and community supporters to build awareness and expand the museum's donor base.
- Develop opportunities to engage visitors in supporting the museum's mission.

### **Qualifications**

Bachelor's degree required

Minimum 3 years of nonprofit development, fundraising or management experience preferred

Strong organizational and project management skills

Demonstrated experience managing donor databases and fundraising data systems

Excellent attention to detail and accuracy in record keeping and reporting

Strong relationship-building and networking skills

Strategic thinker with creativity, initiative and a positive "can-do" attitude

Experience working with volunteers and collaborating with staff and community partners

Experience executing fundraising events

A passion for the museum's mission and the impact it has on children and families

### **Benefits**

Full-time employees receive healthcare, paid time off and a 401(k)

*A thorough background check will be conducted prior to employment*

**[APPLY HERE](#)**

*Qubein Children's Museum has engaged Capital Development Services (CapDev) to conduct a search for this position. Candidates are required to submit a cover letter and a resume. All materials will be kept confidential. Application materials will be reviewed as received. Additional inquiries may be directed to [search@capdev.com](mailto:search@capdev.com).*