

Development Associate

Job Description

Exempt: Full-Time, Exempt

Location: 929 E Wisconsin Street, Milwaukee WI 53202

Reports to: Director of Development



Our Mission

Inspire all children to wonder and explore their world through play and innovative, hands-on learning experiences.

Position Summary:

The Betty Brinn Children's Museum seeks a Development Associate to facilitate all aspects of the Museum's annual giving program including: direct mail/email, online giving, workplace giving, in-kind donations, and acknowledgements. The position requires a strong background in fundraising, writing, and database management (Salesforce). A keen sense of hospitality, advanced computer skills, and the ability to perform multiple tasks simultaneously while maintaining a high level of accuracy and organization is also highly desired. This position reports directly to the Director of Development.

Basic Requirements:

- All BBCM staff, volunteers and interns who work onsite are required to provide proof of full vaccination against COVID-19 by their hire date unless a reasonable accommodation is approved.

Responsibilities and Duties:

- Creating the content and overseeing the design and implementation of all direct mail and online solicitations
- Developing a monthly giving program to increase the number of recurring donors
- Developing a strategy to increase donations through workplace giving opportunities
- Strategizing and performing face-to-face solicitations with select donor groups
- Working cross functionally to develop an in-kind wish list for the Museum
- Collaborating with the Director of Development and Marketing Manager to develop content and write the annual report, e-newsletters, website and social media
- Coordinating with Membership Coordinator to ensure alignment between annual giving and the membership program goals
- Participating in all special event planning and maximizing participation and support from individuals
- Providing oversight for the Museum's Honor Roll by ensuring accuracy of gift entry, reporting and donor recognition
- Collecting and inputting donor and prospect information into the donor database (Salesforce)
- Writing copy of individual gift acknowledgment letters for use by development staff
- Overseeing special stewardship projects, including: notes after events, holiday card mailings, invitations to special events, personal calls to donors, etc

- Researching individual donor and prospect information & preparing donor reports
- Working with the Development Director to establish long term goals and objectives to increase the number of donors and prospects
- Occasionally attending and acting as liaison to 3rd party events
- Other duties as assigned

Minimum Qualifications:

- Bachelor's Degree or equivalent experience
- Minimum of three years experience successfully managing annual giving programs
- Proven track record of engaging and motivating donors
- Outstanding analytical, creative and strategic thinking skills
- Exceptional writing skills, excellent communication and interpersonal skills, strong organizational skills and attention to detail.
- Excellent user of technology and information systems Google Workplace and donor databases, preferably Salesforce
- Demonstrated ability to lead, collaborate, build consensus
- Self-directed with the ability to work both independently and as part of a team
- A strong commitment to the mission of BBCM
- Ability to appropriately handle confidential matters and information
- Flexibility and willingness to assume new tasks and special projects
- Ability to effectively identify, analyze and solve problems

Skills and Abilities:

- Experience in written, online and face-to-face solicitations
- Demonstrated proficiency with Google Workspace
- Experience in project management and data analysis
- Prospect research
- Ability to manage multiple projects with a strong attention to detail
- Utilize Salesforce Lightning daily to manage donor pipeline, strategies, and communications
- Develop and maintain strategic moves management plan to direct and monitor the progress of donor relationships
- Ensure accurate maintenance of donor information, revenue records, and collection of documentation in Salesforce donor portfolios
- Lead weekly donor strategy conversations with the Director of Development

Salary and Benefits:

\$50,000 to \$55,000

BBCM offers a generous benefits package, including but not limited to the following:

- Three weeks of PTO

- Separate Sick Time
- Medical Insurance (BBCM pays 80% of cost)
- Vision and Dental insurance eligibility
- HSA with employer contributions
- Employer paid plans for Life and Accidental Death and Dismemberment Insurance & Long Term Disability
- 401k

To Apply:

Please send your resume, cover letter and a sample of an appeal letter to hr@bbcmkids.org.

Betty Brinn Children's Museum provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression or any other characteristic protected by federal, state or local laws.