

**Director of Development**  
**Museum of Natural History in Pacific Grove, CA**

**Job Description**

The Director of Development is responsible for planning, organizing, and directing all of the Museum of Natural History's fundraising including major gifts, annual fund, membership, planned giving, and capital campaigns. Reporting to the Executive Director, the Director of Development is responsible for securing vital revenue streams allowing the Museum to accomplish its mission.

**Responsibilities**

The Director of Development's key responsibilities include, but are not limited to:

- A deep understanding of and ability to articulate the Museum's mission, values, and plans
- Help donors accomplish their philanthropic goals through a relationship with the Museum
- Grow a major gifts program, develop a portfolio of special gift prospects, and implement strategies for the solicitation cycle including identifying, cultivating, soliciting, and stewarding donors
- Make direct, personal solicitations
- Develop and implement a moves management system
- With Executive Director, develop specific goals for near and long-term fund development programs in individual giving, annual campaign, and foundation and government grants
- Coordinate and maintain an effective program for recognition, involvement, and stewardship of special gifts donors
- Develop strategies to expand the Museum's 1883 Museum planned giving program
- Grow Museum membership
- Develop and implement regular fundraising reports to track progress
- Work collaboratively with communications team to write fundraising solicitations and acknowledgements
- Work collaboratively and creatively with Events Coordinator to ensure that fundraising events achieve goals
- Attend outside speaking engagements and Museum events, fostering a sense of pride and excitement for Museum initiatives

**Knowledge and Experience**

- Proven experience and success in individual gift fundraising
- Broad knowledge of the principles of fundraising and moves management

- Working knowledge of trends and best practices in fundraising
- Ability to participate in all aspects of the gift cycle from initiating contacts with individual donors, to developing appropriate cultivation and solicitation strategies, to managing stewardship efforts
- Basic understanding of the tax laws that impact charitable giving

### **Skills**

- Ability to understand the needs and interests of donors
- Understand and articulate the case for support
- Ability to analyze, monitor, evaluate, and advance strategic advancement plans
- Must be able to travel throughout Monterey County, as needed
- Must be able to work evenings and weekends occasionally, as needed for special events
- Excellent oral, written, and interpersonal skills required

### **Other Characteristics**

- Integrity and high ethical standards
- Discretion, tact, and a commitment to excellence
- Personal belief in the mission and vision of the Museum
- Donor-centered approach to fundraising
- Optimism and a sense of humor

### **Physical Conditions**

Essential and marginal functions may require maintaining physical condition necessary for standing or sitting for extended periods, moderate lifting, and operating motorized vehicles.

Email or mail cover letter and resume to:

Jeanette Kihs, Executive Director  
Pacific Grove Museum of Natural History  
165 Forest Avenue  
Pacific Grove, CA 93950  
[kihs@pgmuseum.org](mailto:kihs@pgmuseum.org)