



POSITION GUIDE

Senior Director of Development

ABOUT CHICAGO CHILDREN'S MUSEUM

Chicago Children's Museum (CCM) is committed to improving children's lives by creating a community where play and learning connect. We embrace creativity and collaboration, we never stop learning, and we remember to stop and play along the way. CCM's staff is a dedicated group of curious individuals who embrace the playful spirit of childhood. Every employee is empowered to reach their potential and be recognized for the impact they have on our organization, visitors, and the community we serve.

Over the course of its forty-year history, Chicago Children's Museum has provided arts programs, STEM experiments, imaginative play, and more to over 11 million children and their caregivers. Located at Navy Pier, the museum is intentionally designed for experimentation, creativity, and learning for all children. CCM focuses on accessibility, inclusion, and the pursuit of childhood, ensuring valuable and memorable experiences for all visitors.



Values

Chicago Children's Museum is guided by their values:

- Children are People: We value their experiences, center their perspectives, and honor their needs.
- Collaboration: We work together in the pursuit of excellence.
- Belonging: All lived experiences are welcomed, respected and appreciated. (diversity, equity, access, and inclusion at Chicago Children's Museum)
- Curiosity: We learn from process, not perfection.
- Delight: Joyful experiences are for everyone.
- Enthusiasm: Enthusiasm is a craft and every day practice.



THE POSITION

The Senior Director of Development (Senior Director) reports to the Vice President of Development. They will manage a talented team of fundraisers, events and donor relations specialists, and a database manager to advance the mission of CCM through private philanthropy. Working collaboratively with the VP, the Senior Director will create challenging, yet achievable, performance metrics that ensure the activities of the department are aligned with museum priorities and ensure the team's ability to achieve annual and long-range fundraising goals.

The Senior Director will lead by example, carrying their own portfolio of major, individual gift prospects and by exhibiting the highest standards of professional conduct, deep knowledge of industry best practices, superior time management and communication skills, proven ability to motivate and inspire a team to achieve and surpass goals, and commitment to treating all colleagues, and internal and external customers with respect, collegiality, and fairness.

MAJOR OBJECTIVES

Within the first 12 to 18 months, the Senior Director will achieve the following major objectives:

- Engage with the donors in their portfolio and begin conversations about renewing or increasing their giving.
- Earn the trust of the Development team and establish productive and respectful relationships with colleagues across CCM.
- Manage the Associates Board in hosting a successful Hide N Seek event in support of CCM's community inclusion initiatives.
- Establish a trusting partnership with the VP of Development that allows the VP to spend more time engaging with CCM's most significant donors and positioning the museum for a potential campaign.

MISSION

When we play, we learn. We create.
We strengthen and grow.

Chicago Children's Museum's mission is to improve children's lives by creating a community where play and learning connect.

KEY FACTS

- ~\$8M organization budget
- ~\$5M raised in 2023
- 7 Development staff

RESPONSIBILITIES

The Senior Director will have the following responsibilities:

Major Gift Cultivation, Stewardship and Solicitation (50%)

- Carrying a portfolio of roughly 80 current and prospective major donors, cultivates, stewards and solicits individuals capable of making gifts of high 4- and 5-figures and/or multi-year commitments.
- Creates letters of interest and gift proposals that meet the short- and long-term needs of the museum while aligning with donor interests.
- Tracks all donor moves management in RE NXT.



- Develops strong positive relationships across the organization in order to develop successful fundraising strategies for each individual within the Senior Director's portfolio.
- Keeps abreast of current best practices in the development profession and evaluates new and emerging ideas for potential implementation.

Supervision and Administration (35%)

- Provides leadership, mentoring and coaching to the Directors of Corporate, Foundation and Government Giving, Annual Giving and to the Manager of Special Events and Donor Relations and the Development and Database Systems Manager.
- In consultation with the VP and development staff, establishes and adheres to annual operating budgets and ensures that development programs are operating in a fiscally responsible and productive way.
- Sets a standard for the team to emulate in terms of thoughtful time management, strategic planning, and implementation, leading to consistent achievement of annual goals as mutually agreed upon with the VP.
- Creates an appropriate meeting cadence and structure, which ensures team members are aligned and clear on goals and expectations.
- Provides insight and guidance as requested from the Special Events and Donor Relations manager as it pertains to highlighting the impact of philanthropy in regular donor communications, including but not limited to the Quarterly Newsletter
- Supports the museum's work in diversity, equity, access and inclusion and actively ensures that DEAI principles are upheld in all work with fellow staff, visitors, community and other external partners.
- Enthusiasm for learning and mastering new skills on an ongoing basis; willingness to be informed/certified/trained through institution-offered courses and to work within Diversity, Equity, Access, Inclusion (DEAI) frameworks and actively engage in learning about these frameworks.

Oversight for Chicago Children's Museum's Associates Board (15%)

- Serve as the staff liaison for the museum's volunteer ambassadors – the Associate's Board.
- Recruit new members and engage current members.
- Lead strategies to grow and deepen the Associates Board's financial impact.
- Lead event sponsorship renewals and solicitations, working with the Board, CCM leadership and Manager of Special Events & Donor Relations.





QUALIFICATIONS

The ideal candidate will possess most of the following qualifications:

- Six or more years in development with direct major gift experience.
- Working knowledge of fundraising databases with preference for RE NXT.
- Progressive management experience within a non-profit setting.
- Demonstrated ability to measure fundraising effectiveness.
- Knowledge of best practices in annual giving, donor relations, and corporate/foundation/government support.
- Commitment to creating a healthy, productive, collaborative team environment.
- The desire to be part of a supportive, balanced culture that operates as a hybrid work environment.
- Must be highly organized with the ability to work in a fast-paced environment, managing multiple projects simultaneously.
- Superior oral, written, presentation and interpersonal skills.
- Possess an equity mindset and cultural humility.
- Bachelor's Degree or the equivalent in experience.

COMPENSATION AND BENEFITS

Salary: The salary range for this position is \$110,000 - \$120,000 and is based on skills, qualifications, and experience.

Benefits: This position is eligible for medical, dental, vision, Life, Long-term Disability, and Short-term Disability insurances, 401k after six months of service, as well as PTO and Sick time.

Schedule: This is a full-time, exempt level position working 37.5 hours per week Monday through Friday, including some early mornings, occasional weekday evenings, and weekend hours related to meetings or events.

Physical Requirements of the Position: This position must be able to work at a computer for extended periods of time.

CONNECT



www.chicagochildrensmuseum.org





APPLICATION

Chicago Children's Museum has engaged Campbell & Company to support this search. The team for this project includes Kris McFeely and Colleen Rogers.



COLLEEN ROGERS
Vice President



KRIS MCFEELY
Managing Director

APPLY NOW >

Use the button above or visit www.campbellcompany.com to learn more about this opportunity.

EQUAL EMPLOYMENT OPPORTUNITY

Chicago Children's Museum aims to recruit and advance qualified BIPOC/ALAANA, women, LGBTQ, persons with disabilities, and veterans—we welcome and encourage all applicants.

Our goal is for our team and culture to reflect the Chicagoland community.



Drawing on our deep expertise in environmental/conservation, human services, arts and culture, education, healthcare, and association/membership organizations, **Campbell & Company offers a high-touch, human-centered executive search experience for clients and candidates.** We recruit from our extensive national networks leveraging the relationships and reach of our entire firm, which for 47 years has partnered with organizations across the nonprofit sector to advance their missions and deepen their impact.

We are proud to be the executive search firm of choice for hundreds of nonprofit organizations. Campbell & Company has been listed four times as one of the country's **best executive search firms** by *Forbes* Magazine and named one of Women of Color in Fundraising and Philanthropy (WOC)'s **Top 10 search firms for placing extraordinary leaders of color** for two consecutive years. *Crain's* Chicago recently named us one of **Chicago's Best Places to Work**; *Seattle Business* Magazine also named us one of **Washington's Best Companies to Work For**.

As members of this employee-owned firm, everyone at Campbell & Company has a personal stake in the success of each client. Through our culture driven by **integrity, candor, rigor, partnership, inclusion, and creativity**, we empower every team member to innovate for the good of our clients.

Combining your mission and our passion, Campbell & Company **leverages our entire team** to be an effective and supportive partner before, during, and after complex leadership transitions. We are driven to place not just a capable candidate, but one who complements your existing culture, can **move your organization forward**, and will make a meaningful contribution to the nonprofit sector.

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