



**DIRECTOR**  
**CAPITAL FUNDRAISING and DEVELOPMENT**  
**Full-time**

**Position Announcement:** November 15, 2022

**Interviewing/Hiring:** beginning December 2022

**Position Begins:** January 2, 2023 or when filled

**Overview:** Is your favorite part of fundraising meeting face-to-face with prospective donors, exciting them about the mission and impact of your organization, and securing the big gifts? Are you ready to apply your talent in capital fundraising and development to facilitate the expansion and relocation of the East Bay's only hands-on children's museum? How would you like to be on the winning team that establishes something amazing and permanent for children and families in the East Bay?

After more than two decades of operation in downtown Berkeley, and welcoming more than 1.5M visitors, Habitot is poised to re-open into a larger and more accessible location that will truly meet the needs of the 160,000 families with young children in Alameda and Contra Costa counties.

**Position Summary:** Habitot Children's Museum is seeking a full-time Director of Capital Fundraising and Development. The Director will have primary responsibility for raising capital funds for property acquisition, build-out of exhibits and galleries, and museum reopening, with an emphasis on soliciting major gifts from individuals and corporate supporters. This is a new position that reports to the Museum's Executive Director. The fundraising goal is \$5M by year end fiscal year 2024.

**Position Responsibilities:**

- Develop, in concert with the Board and Executive Director, a Capital Fundraising Plan including both a quiet phase of securing lead and anchor gifts and, at the appropriate time, a public phase with a relations/communications strategy to keep the momentum and fundraising going
- Through multiple calls and in-person visits made on a weekly basis, cultivate donors in the pipeline, make asks for gifts, and reach benchmarks for numbers of visits and gifts secured

- Bring new prospects into Habitot's capital donor pool by conducting major donor prospect research and qualifying donors
- Prepare Board and Executive Director for donor asks, and motivate and train Board, staff, and committee members to become active and effective solicitors
- Work with the Executive Director to manage the administrative work related to the capital campaign handled by development assistants, the grants manager, and events staff (e.g. database entry, database reports, donor acknowledgement, proposals)
- Plan, write, and coordinate the creation of any needed presentation materials, slide decks, reports, pledge forms, etc., for capital fundraising
- Develop, maintain, and share accurate reports of Campaign progress to date, including an up-to-date list of those selected for naming opportunities
- Attend all Board meetings and present reports on Campaign milestones reached
- Attend Committee meetings as appropriate
- Continually assess Campaign progress and refine approach as needed

**Qualifications:**

The ideal candidate will have the following *minimum* qualifications:

- Great people skills and a love for getting to know donors, cultivating them toward donations, and soliciting major gifts
- A proven track record of securing significant gifts and reaching campaign goals
- Impeccable, passionate writing and correspondence
- Broad knowledge of the Bay Area philanthropic community and fundraising campaigns in general

The following are additional desirable qualities:

- Highly educated with years of experience in increasingly responsible development roles
- Experience managing fundraising staff
- Experience engaging and motivating Board members

Writing samples will be requested and references will be checked.

**Compensation and working conditions:** This is a full-time, salaried exempt position. Salary is \$130,000 per year. Paid time off (PTO) will be accrued on a pro-rata basis commensurate with full-time exempt employee benefits. Employee health, dental, vision benefits, Section 125 Plan, and optional Cal Savers retirement plan available. Except for in-person meetings and events, Habitot staff is working remotely, hours are flexible, and schedules reasonably accommodated.

**EOE Statement:** Habitot Children's Museum is dedicated to diversity, accessibility and equity. We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to age, race, color, religion, sexual orientation, gender identity, national origin, ability/disability status, protected veteran

status, or any other characteristic protected by law. We highly encourage our diverse community to apply for all available employment, internship, fellowship and volunteer positions at the Museum, as we aim to ensure our staff reflects the diversity of our visitors and community. In compliance with the Americans with Disabilities Act, Habitot Children's Museum will provide reasonable accommodations to qualified individuals with disabilities.

**To apply:** Submit a resume and cover letter along with samples of campaign materials to Gina Moreland, Executive Director, Habitot Children's Museum, 1569 Solano Ave., #326, Berkeley, CA 94707 or email them to [apply@habitot.org](mailto:apply@habitot.org). Please put CAMPAIGN DIRECTOR in the subject line of emails. Candidates will be asked to participate in both Zoom/phone screenings and in-person interviews, as well as prepare new original writing samples. This position is available beginning January 2023. The search for the Director will continue until a qualified candidate is hired. There is no application deadline.

## ABOUT THE ORGANIZATION

Habitot Children's Museum is the East Bay's hands-on discovery museum designed specifically for infants, toddlers, and preschoolers. Since opening in 1998, the museum's mission has been to help young children begin to understand and appreciate the diverse world around them, to encourage and reward curiosity, and to engender in them a lifelong love of learning. Each of the museum's exhibits and galleries creates a multisensory environment for early childhood learning. Habitot also provides parents and caregivers with support, education and resources to help them observe, understand and stimulate the children in their care. Inclusion and welcome for the most under-resourced and vulnerable families are key to Habitot's mission and work. Habitot maintains community partnerships throughout the East Bay to reach these families with programs and services.

Since the pandemic, Habitot has pivoted to 100% in-person Mobile Museum events in multiple cities, and continues to serve a wide audience in the East Bay with virtual and kit-based programs. Government, corporate, and community funds have underwritten 20+ community pop-up events annually, 2022-23. Habitot's grant-funded outreach and service programs continue to benefit under-resourced families receiving public assistance, and specifically those children and families living in homeless shelters.

[www.habitot.org](http://www.habitot.org)

<https://www.facebook.com/habitot/>

<https://www.instagram.com/habitotmuseum/?hl=en>