



## ABOUT CURIODYSSEY

The mission of CuriOdyssey is to inspire love for science and curiosity about the world to create a brighter future. Located in Coyote Point Park in San Mateo County, CuriOdyssey has undergone a major reinvention and full strategic planning process that has transformed the organization into a vital, kid-centric interactive science center and accredited California native animal wildlife zoo that provides up-close and personal experiences with the natural world. The organization is comprised of a strategic and engaged Board of Trustees, visionary executive leadership, and a talented, energetic and entrepreneurial staff.

Formerly the Coyote Point Museum for Environmental Education, and Coyote Point Museum, it is part of the Coyote Point Recreation Area, which overlooks the San Francisco Bay. The museum was founded in 1954 as the San Mateo County Junior Museum.

CuriOdyssey is at an exciting juncture in its 67-year lifespan as it successfully completes a major capital campaign to replace its current 35-year-old facility with a new campus concept. Construction is underway with a fully accessible ADA playground, scheduled for completion in Summer, 2021. CuriOdyssey will break ground this fiscal year on a second construction project, to be announced soon. The Director of Development will serve in a pivotal role, stewarding existing donors and creating opportunities for new donors to support these capital projects. CuriOdyssey's campus is being created and managed by highly respected partners Sares Regis, WRNS Studios, Butler Associates, and Whiting-Turner. Donor acknowledgment for the playground is highly desirable, designed by prominent firm Guerin+Propp.

For more information about CuriOdyssey, please visit <http://www.curiodyssey.org/>

## POSITION OVERVIEW

CuriOdyssey seeks a Director of Development who is excited to inherit a robust and thriving development program which has gained considerable traction and enthusiasm from a large community of donors over the past year.

The ideal candidate will be a highly collaborative thinker, experienced in raising contributed revenue from similar nonprofit entities such as museums, educational organizations, science organizations, and/or organizations with a social justice mission. Prior experience with raising funding and managing capital campaign programs highly desirable, and experience with soliciting major gifts is essential.

## REPORTING RELATIONSHIPS

The Director of Development (DOD) reports directly to the Executive Director and manages a talented staff of two development professionals. The DOD works closely with the Board of Trustees and other volunteers. The DOD serves as a member of the Senior Management Team.

## PRIMARY RESPONSIBILITIES

- Create and implement a comprehensive fund development plan.
- Conduct solicitation of major gifts (\$1,000+), with particular emphasis on gifts of \$10,000+
- Manage the planning, organization, and implementation of a series of capital campaigns, to total \$57M raised for its campus master plan.
- Oversight and development of grant solicitation.
- Work closely with the Board of Trustees to facilitate board fundraising.
  - Provide regular fundraising training to board members and the Development Committee.
- Develop and maintain a planned giving program.
- Manage and develop two staff positions (Senior Development Manager, Major Gifts Officer – to be recruited) and a contract grant writer.
- Manage a portfolio of 100-125 prospects and current donors, executing annual plans to cultivate, solicit, steward, and thank those donors.
- Achieve monthly goals for prospect and donor visits; prepare visit reports and follow up correspondence; use database to record all moves and activities with prospects and donors.
- Working with Board members and other volunteers, identify new prospective donors to cultivate, solicit, and steward.
- Maintain fundraising priorities in alignment with budgeted expenses, with selected project-based fundraising above budget as assigned by Executive Director.
- Cultivate existing individual donors and encourage renewal, retention and increased support.
- Collaborate with other staff and volunteers on rating, solicitation and stewardship strategies.
- Communicate persuasively through personal visits, written proposals, appeal letters, and reports the important case for giving to CuriOdyssey.
- Oversee ongoing donor acknowledgement, appreciation, and recognition consistent with gift level.
- Participate in planning and staffing for specific fundraising events including the virtual gala.
- Use development software, currently Blackbaud's Altru, for fundraising "moves management" and to keep other staff and solicitors on track and informed.
- Work effectively internally with diverse constituencies within the organization, and externally with board members, advisory committee members, staff and volunteers.
- Perform other duties as assigned.

## QUALIFICATIONS

- Bachelor's degree, and advanced certification (CFRE) or advanced degree preferred
- Seven+ years of successful, increasingly challenging fundraising experience in a senior development role (major and individual gifts) including solicitation of major gifts
- Experience leading major campaign projects
- Proven track record of achieving fundraising goals and initiatives
- Knowledge of and experience with planned giving practices
- Experience with the full donor cycle – identification, cultivation, solicitation, and stewardship
- Knowledge of the local philanthropic community, and state and federal resources
- Familiarity with a science-based organization is a plus
- Experience with board fundraising training
- Excellent communications skills, both oral and written, supported by ability to use technological tools.
- Must be able to represent CuriOdyssey independently to potential donors and make compelling presentations and requests for support

- Self-motivated with the ability to work independently and as part of a team and with great energy and persistence
- Experience working with diverse constituencies
- Proven organizational skills including the ability to manage multiple tasks and projects simultaneously and produce high quality results quickly and on time
- Critical thinking, problem solving, accuracy and attention to detail
- Available for occasional work events on weekends and evenings
- Strong facility with fundraising software and Microsoft Office, Altru experience a plus
- Passion for and dedication to the mission of CuriOdyssey

#### SALARY OR SALARY RANGE

The salary range for this position is \$150,000 to \$175,000 plus full benefits.

To demonstrate our commitment to equity and equal pay for all, Cook Silverman Search posts salary ranges on all of its job descriptions. The practice of not posting salaries perpetuates the gender wage gap and discriminates against people of color by causing individuals to negotiate from a disadvantaged starting point.

#### TO APPLY

To apply for this position, or for additional information on the opportunity, please send a copy of your resume with a cover letter to Victoria Silverman at [apply@cooksilverman.com](mailto:apply@cooksilverman.com).

All applications and inquiries will receive a response and be kept strictly confidential.

CuriOdyssey is an Equal Opportunity Employer.