



The Children's Museum of the Upstate is seeking a Foundations and Donor Relations Specialist to assist in supporting the mission to ignite a community of compassionate problem solvers through intentional and inclusive play. Serving over 200,000 visitors a year, TCMU has locations in Greenville and Spartanburg, houses hands-on exhibits supporting learning through play, and provides robust programming and outreach opportunities to the Upstate SC community.

Major Responsibilities

- Manage the grantwriting subset of the development department's strategy.
- Create and manage stewardship campaigns to ensure ongoing positive relationships with existing and new donor base to include both individual donors and Foundations.
- Work to cultivate new funding opportunities and to establish strategic partnerships with other area non-profits in alignment with mission and funding objectives.
- Serve as primary manager of the Charity Proud database.
- Assist in planning and implementation of fundraising events.

Predominant Tasks

- Researches new grant opportunities and creates and maintains a grant calendar indicating opportunities, internal and external deadlines, and gift receipt timelines.
- Collaborates cross-departmentally to determine funding needs and identify grant opportunities best suited based on funder interest.
- Gathers data, writes, and submits grants in a timely fashion and manages all grant reporting to the funder, ensuring regular updates to help further steward the funder relationship.
- Designs and implements relevant and personalized communications to best steward relationships between TCMU and community partners such as face-to-face meetings, events, and multiple mediums including print, digital, video, etc.
- Works within the TCMU team to ensure that the Charity Proud database is accurate in order to ensure proper stewardship opportunities and to extract data to best serve TCMU's various subsets.

Qualifications

- Bachelor's or Associates Degree

Experience

- Three years+ of communication, marketing, development, and/or grantwriting experience

- Non-profit experience preferred
- Familiarity with building external relationships with all levels of leadership amongst industry, civic, and private individuals

Technical Skills

- Database management of some kind
- Proficient in Microsoft Office Suite, particularly Excel and PowerPoint; ability to manage dashboards, reporting, flowcharting, and digital communications
- Displays exceptional time management and organizational skills as needed to meet deadlines
- Demonstrates a professional demeanor whether speaking with others in person, over the phone, via e-mail or through letters

Personal Attributes

- Strong communication skills, written and verbal
- Creative thinker who can generate original ideas and collaborate with others
- Great interpersonal skills dealing with all internal and external audiences
- Trustworthy, passionate, collaborative
- Team player, high energy and ethics, able to flourish in fast paced environment with confidence

Salary Range: \$45,000-50,000

TCMU offers medical, vision, dental, 401k, disability, and life benefits. Come join our team today!

Please send cover letter and resume to esobeski@tcmupstate.org