

## **Development Supervisor**

### **MoSH**

Located in Memphis, TN, MoSH (the Museum of Science and History; the Museum) is a well-established 501c3 that seeks to create a community of people who share a richer understanding of one another and the world around us. The Museum consists of the Pink Palace Museum, the Lichterman Nature Center, the Coon Creek Science Center, and other historical properties. We inspire discovery through collecting, preserving, and interpreting the cultural histories and natural sciences that shape our region.

Join our team as we embark on an exciting phase of executing our new vision. Our museum is committed to telling our story by:

- Advocating for Authenticity – Illuminate varying perspectives and uphold accurate interpretation, without glossing over tough ideas.
- Magnifying Belonging – Building active audiences through outreach, co-creation, and participatory inclusion.
- Embodying Holistic Stories – Incorporating context and presenting lesser-known stories to portray a complete, systemic picture of the region and its history.
- Constructing Intersections – Creating welcoming common spaces that encourage serendipitous and unstructured engagement and foster meaningful interactions between diverse groups of people.

### **Responsibilities**

The Development Supervisor works to supervise the Development Department by securing funding through grants, individual/corporate sponsorships, and fundraising events. This position is responsible for researching, developing, writing, and submitting proposals to secure foundation, government, and corporate grant funding, and compliance with awarded grant program requirements. The Development Supervisor advances the museum's initiatives through actively seeking partnerships and assisting department leaders in developing fundraising plans, maintaining donor relationships and securing new ones. The Development Supervisor organizes with other members of the development team and plans ways to increase brand awareness and funding.

Works under the direction of the Director of Development of MoSH. This is a full-time position at 40 hours per week Monday – Friday. Must be available to work some weeknights and some weekends.

### **Roles include:**

- Assumes full responsibility for various fundraising efforts including individual, corporate, and grant funding and works to achieve and surpass the budgeted goals

- Manages writing grant proposals and communicates with key government officials regarding new and existing grants, funds or programs that are available at the local, state and federal level
- Oversees compliance and fulfillment for funding efforts including individual, corporate, and Federal, State, and local grant funding
- Researches and identifies prospective new donors and proactively initiates sponsorship and funding through a comprehensive CRM system
- Provides donor analytics and reports, keeps CRM up to date, and stays aware of donor trends to stay innovative in a competitive market
- Works directly with management, development team, and other departments to manage project workflow and oversee day to day operations
- Special Assignments and other duties may be assigned

### **Qualities**

- Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Requires walking, standing, stooping and climbing
- Must be able to lift and carry up to 50 lbs
- Must be able to talk, listen and speak clearly on telephone

### **Range of Experience**

- Project management skills to maintain multiple active grants and proposals
- Understanding of budgets and competent level of financial analysis skills
- High level of organization
- Ability to use Microsoft software, grant application platforms, and donor database software (Salesforce Preferred)
- High level of written communication skills
- Understanding of grant compliance with corporations, foundations, and local, state, and federal government agencies
- Must be able to work under pressure and meet deadlines, while maintaining a positive attitude and providing exemplary customer service
- Ability to work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices
- Minimum of five years' progressively responsible experience with grant writing, compliance management, CRM database management, or any combination of experience or training which enables one to perform the essential job functions
- Bachelor's degree in Business Administration or any related field

### **Compensation**

Compensation is \$40,000 - \$45,000 Non-Exempt and will be determined by the experience and ability of the candidate within the range. The Museum offers a full range of benefits, including health care, vacation and sick leave, and death and disability insurance. The Museum also offers life, dental and vision insurance.

**To Apply**

To apply, email resumes and cover letters to Jacqueline Norfolk at [Jacqueline.norfolk@memphistn.gov](mailto:Jacqueline.norfolk@memphistn.gov).

Applications will be accepted until the position is filled. MoSH values diversity throughout our museum. In order to tell authentic, holistic stories of our region's history, culture and science, MoSH strives to create a diverse workforce to support our collections, exhibits and programming. MoSH is an Equal Opportunity Employer.

More information about MoSH can be found on our website at [www.moshmemphis.com](http://www.moshmemphis.com).