



## Director of Advancement

### **About Us:**

The Powerhouse is Southwest Colorado's STEAM engine, empowering curious young learners through interactive experiences, discovery, and play. Launched as the Children's Museum of Durango in 1994 in a small attic space above the Durango Arts Center, the museum expanded to its current riverfront location and has welcomed 300,000 visitors since its opening in 2011.

The Powerhouse has reached record numbers of visitors and members in each of the past three years and has adopted a master plan to guide the development of the museum campus to expand its reach and impact. Work is underway to prepare for a capital campaign to launch in early 2027 to advance master plan implementation. Priorities include opening a museum-based early learning center, refreshing indoor and outdoor exhibits and visitor experiences, and adapting the historic power plant building that houses the museum to better support operations and programs.

**Job Title:** Director of Advancement

**Reports To:** CEO

**Hours and Term:** Full-time, exempt

**Start Date:** Negotiable

**Compensation:** \$56,000–\$75,000

**Travel:** Less than 20%

**Benefits:** Flexible PTO, ICHRA health plan insurance plan, SIMPLE IRA with 3% employer match, monthly phone reimbursement

### **Roles and Responsibilities:**

Working closely with the CEO and Board of Directors, the Director of Advancement designs, coordinates, and plays the lead role in executing annual fundraising and development efforts for the Powerhouse. As the museum prepares for an upcoming capital campaign, this role is responsible for strengthening fundraising support systems, deepening donor relationships, and positioning the organization for long-term sustainability. We are seeking a development professional who is excited to help build the Powerhouse's fundraising capacity and brings a commitment to museums, STEAM education, and early learners. We welcome candidates with a range of experience and will consider candidates who demonstrate strong potential but may not yet have experience across the full scope of the role. For the right candidate, the starting title and responsibilities may be adjusted with a path to grow into the Director of Advancement role over time.

As a member of the Powerhouse's leadership team, the Director of Advancement contributes to institution-wide planning, goal setting, and policy. The position also supervises the Marketing and Events Manager in coordinating the Powerhouse's marketing and communications strategy and managing third-party museum rentals.

### **Department Leadership**

- Assist in developing and implementing a comprehensive fundraising strategy with measurable goals, project schedules, and budgets
- Assign and manage a prioritized list of development opportunities
- Maintain and enhance tracking systems, reporting, and evaluation of the development process
- Participate actively in community and professional networks to maintain relationships, build awareness of the museum, inform best practices, and encourage philanthropic support

**Donor Cultivation, Solicitation, and Stewardship**

- Utilize research tools and community networks to identify, qualify, and prioritize donor prospects
- Coordinate outreach to prospects to understand donor motivations, interests, and capacity
- Prepare proposals for donor prospects, solicit gifts, and negotiate gift agreements
- Maintain donor stewardship programs, including gift acknowledgments, impact reports, tax credit benefits, and ongoing donor engagement
- Maintain primary responsibility for a portfolio of 50-75 major funder relationships (major donors, sponsors, and foundations)

**Sponsorships**

- Develop sponsorship opportunities for museum programs and events, including Camp Discovery, STEM competitions, the Community Concert Series, and STEAM Fest
- Coordinate the fulfillment of sponsor agreements

**Grant Management**

- Research, evaluate, and prioritize grant opportunities and make determinations regarding request size and program alignment
- Coordinate grant writing and reporting responsibilities among staff and contractors to ensure high quality proposals and reports are submitted on time
- Maintain documents to support efficient grant writing and reporting, including frequently required attachments, proposal templates, and current program metrics

**Marketing and Communications**

- Provide leadership and guidance to the Marketing and Events Manager in planning and implementing organization-wide marketing and communications strategies
- Coordinate marketing priorities with other members of the leadership team
- Understand and communicate the Powerhouse's programmatic impact in a compelling message through letters, newsletters, collateral, and other materials to effectively engage donors

**Capital Campaign**

- Support the CEO in setting and managing campaign goals, strategies, and timelines
- Support Board members and campaign volunteers to be effective advocates and connectors on behalf of the museum and the capital campaign

**Requirements**

- Five years of development experience, including at least two years of major gift experience
- Proven success in the development and execution of development campaigns to reach fundraising goals, with a strong understanding of development systems and strategies
- Excellent communication skills, both written and oral, and strong interpersonal skills
- Exceptional organizational skills with a particular ability to prioritize projects and keep multiple initiatives moving forward simultaneously
- Bachelor's degree and proficiency with Google Suite, project management, and CRM software
- Valid driver's license, clean driving record, and ability to pass a background check

**To apply:** Email resume and cover letter to [jeff@powsci.org](mailto:jeff@powsci.org). Priority consideration will be given to applications received by October 30, 2026. Application open until filled.