



We inspire and empower all children through transformative learning experiences.

Making our community the best place for all to learn through the power of play.

MUSE FOR ALL * POWER OF PLAY * LIFELONG LEARNER * COMMUNITY CONNECTOR

DIRECTOR OF ADVANCEMENT

Muse Knoxville is seeking a visionary and mission-aligned Director of Advancement to lead our fundraising efforts and support the organization's growth and impact. The Director of Advancement will be responsible for developing and executing comprehensive fundraising strategies, including securing grants, cultivating corporate and private giving, and identifying sponsorship opportunities. As a key member of the Executive Leadership Team, the Director of Advancement will play a critical role in shaping the future of Muse Knoxville as we expand into our next chapter. The ideal candidate will be a passionate and authentic storyteller, capable of communicating our mission and the impact of our work to diverse audiences. This role will also provide strategic oversight of the Marketing and Communications Manager to ensure cohesive messaging and strong donor engagement.

SCHEDULE: Full-Time Exempt, flexible scheduling Monday-Friday, some weekends as it relates to special events

STARTING SALARY: \$60K, depending on experience

BENEFITS: Paid employee medical plan with options to add on supplemental benefits and additional family members, 401K, PTO accrual, parental leave, paid professional development, free YMCA membership, free subscription to Calm app, free Muse Family membership, Muse employee discount, flexible schedule (on-site and at-home combination possible), performance bonuses, ticket exchange programs, 10 paid holidays

THIS ROLE WILL BE THE RIGHT FIT FOR YOU IF...

- You are passionate about the power of play and can compellingly translate mission-driven work into donor engagement.
- You have a proven track record of securing grants, sponsorships, and private or corporate giving, aligning fundraising with organizational growth.
- You excel at building lasting relationships with donors and community partners, listening actively and identifying mutual benefits.
- You are a visionary and entrepreneurial leader, capable of managing diverse teams, driving initiatives, and making timely, ethical decisions.
- You communicate effectively, inspiring audiences through writing and speaking.

AS THE DIRECTOR OF ADVANCEMENT, YOU WILL ...

- Fundraising and Development Strategy:
 - Develop and implement a comprehensive fundraising strategy with the goal of raising \$400K+ annually, including grants (25%), individual and corporate giving (50%), sponsorships and special campaigns (25%).
 - Cultivate relationships with new and existing donors, corporate partners, foundations, and sponsors.
 - Create and manage annual fundraising goals, budgets, and timelines.
 - Collaborate with the Executive Director and Board of Directors to expand and strengthen fundraising initiatives.
 - Oversee and execute Muse Knoxville's signature annual fundraiser, the Muse for All Luncheon, including event planning, sponsor cultivation, donor engagement, and post-event follow-up to ensure its success.
 - Identify, research, and pursue grant opportunities that align with Muse Knoxville's mission and goals.
 - Monitor and evaluate the effectiveness of fundraising strategies, adjusting as needed to meet or exceed revenue targets.
- Storytelling and Donor Engagement:
 - Serve as the primary ambassador for Muse Knoxville's mission, communicating our vision and impact to donors, sponsors, and community partners.
 - Develop compelling narratives that highlight the importance of Muse Knoxville's programs and initiatives to secure funding and support.
 - Steward and engage donors through personalized communication, recognition, and reporting on the impact of their contributions.
- Marketing and Communications Oversight:
 - Supervise the Marketing and Communications Manager, ensuring alignment between fundraising, marketing, and communication efforts.
 - Guide the development of marketing materials, digital content, and communications strategies to support fundraising initiatives, as well as operational and program marketing.
 - Oversee the creation of annual reports, newsletters, press releases, and other donor communication materials.
- Leadership and Strategic Planning:
 - Serve as a member of the Executive Leadership Team, contributing to organization-wide strategy, vision, and decision-making.
 - Collaborate with leadership to design and implement initiatives that enhance community partnerships and increase awareness of Muse Knoxville's mission.
 - Aid in planning for Muse Knoxville's future expansion, providing input on potential funding sources and partnerships.

THIS POSITION REPORTS TO: Executive Director

DIRECT REPORTS FOR THIS POSITION INCLUDE: Marketing and Communications Manager (1)

QUALIFICATIONS:

- Passion for and commitment to Muse Knoxville's mission and values, with a strong belief in the power of play-based STEM learning.
- Bachelor's degree in nonprofit management, business, marketing, communications, or a related field.
- Minimum of 5 years of experience in nonprofit fundraising, including successful corporate and private giving, sponsorship cultivation and grant writing.
- Proven track record of meeting or exceeding fundraising goals.
- Exceptional storytelling and communication skills, with the ability to connect with diverse audiences.
- Strong leadership abilities with experience managing teams or departments, with the ability to work in a collaborative office environment.
- Visionary and strategic thinker with the ability to see the big picture and align fundraising goals with organizational growth.
- Ability to work collaboratively and build strong relationships with donors, sponsors, community partners, and colleagues.
- Proficiency in donor management software, CRM systems, and other fundraising tools.
- Must pass a background check.

PREFERRED QUALIFICATIONS:

- Experience working within children's museums, STEAM-based organizations, or the education sector.
- Knowledge of the Knoxville community and local philanthropic landscape.

While these job descriptions include the vast majority of responsibilities, it is by no means an exhaustive and complete listing of tasks you will be asked to do. ***Each Muse Team Member is expected to be a team player and to jump in where needed to help ensure an excellent experience for the people we serve!***

Muse for All: You belong, be yourself. We thrive that way.

We believe in actively creating a place of diversity, inclusion, and belonging among our staff, volunteers, the audiences that we serve, the programs we develop, and the community partners that we pursue.

We actively seek to recruit, hire, promote, and retain a diverse workforce—one that welcomes and engages people from every background. We value our staff members, volunteers, and board members and their individual backgrounds, which further our ability to serve and learn from the diverse families that enrich our community. We invite you to join us on our journey.

How to Apply:

Interested candidates should submit a resume to careers@themuseknoxville.org with the subject line "Director of Advancement Application – [Your Name]." Applications will be reviewed on a rolling basis, and early submissions are encouraged.