

Cayton Children's Museum

Chief Advancement Officer

The CEO seeks a fundraising professional to manage the organization's development infrastructure and to target, approach, solicit, and steward donors.

[Cayton Children's Museum](#) in Santa Monica enriches the lives of children and their families through experiential learning and playful experiences. Collaborating closely with schools, partners, and diverse community constituents, the Museum welcomes more than 150,000 visitors annually and serves as a hub for families, schools, and community partners across Los Angeles's Westside.

The organization currently has a budget of \$5.5M and an enthusiastic staff of 30 employees. The fundraising team includes the CEO, Board Members, and CCS Fundraising. The Chief Advancement Officer (CAO) will manage two people: an Advancement Specialist and a CRM and Database Operations Specialist. They will also coordinate with outsourced and consultant personnel that will include assigned fundraising consultants and may include grant writers, publicists, and others. The CAO will be a key member of the Cayton Children's Museum's Management Team.

CEO [Thomas Sullivan](#) actively collaborates with Board Members to drive contributed revenue. A Campaign Planning and Feasibility Study undertaken by CCS Fundraising will be completed in August, after which there will be a new round of solicitations based on the plan. Some campaign-related solicitations are already underway.

RESPONSIBILITIES

In coordination with the CEO, the Board, and CCS Fundraising, the CAO will shape, enhance, and maintain fundraising workflows, targeting and qualifying processes, databases, materials, events, stewardship, and fundraising infrastructure.

The CAO will support the CEO who actively cultivates top-tier major-gift relationships and makes the public-facing case for support. The Director will also focus on next-tier major gifts, mid-level giving, annual giving, foundation & corporate revenue, and day-to-day donor stewardship.

Specific responsibilities include:

- **Annual giving** – running the annual fund cycle end to end: donor segmentation, solicitation calendar, renewal series, and stewardship follow-through.
- **Next-tier major gifts and mid-level giving** – owning the revenue and relationships below the CEO's top-tier portfolio, with a meaningful personal portfolio to qualify, cultivate, solicit, and steward.
- **Foundation and corporate revenue** – owning the institutional-giving pipeline in partnership with the outsourced Senior Grants Officer.
- **Moves management for the CEO's portfolio** – running a disciplined system behind the CEO's major-donor relationships: next-action discipline, briefing prep, post-meeting documentation, and follow-through.
- **Pipeline reporting** – producing the weekly and monthly reports the CEO and Board need to know exactly where the program stands.

- **Board fundraising support** – staffing the Board Development Committee, preparing materials for Board solicitation conversations, and supporting individual Board Members in their own donor activity.
- **Fundraising events** – overseeing the Playmakers Gala, the Spring Fundraiser, and donor cultivation events end-to-end: revenue goals, sponsor and table sales, committee management, run-of-show, on-site execution, and post-event stewardship.
- **Campaign operations** – running the operational backbone of the upcoming endowment campaign: gift entry and acknowledgment, pledge tracking, donor recognition, named-fund and naming opportunity tracking, and campaign reporting.
- **Cross-entity coordination** – running a single, integrated development operation that serves designated giving, endowment, and annual campaigns.
- **Department leadership** – supervising/developing the existing Advancement Team.
- **Data integrity** – partnering with the CRM and Database Operations Specialist to keep constituent data, gift records, and reporting audit-ready at all times.

The CEO and CAO will collaborate in defining performance expectations and metrics for the above set of responsibilities.

EXPERIENCE & CHARACTERISTICS

The CAO will have 5 – 8 years of professional fundraising experience, at least some of it on the team of a larger institution running an endowment, comprehensive, or other large-scale fundraising campaign.

Additionally, successful candidates will possess a combination of the following experiences and characteristics:

- A demonstrated track record of being the structured, organized, relentless person on a development team – the one who actually ran the moves-management system, kept the pipeline honest, made the renewal series go out on time, and knew where every prospect stood.
- A personal record of carrying a major-gift portfolio and closing gifts in your own name, including comfort being a frontline fundraiser, not only an operator behind one.
- Hands-on, expert command of donor-database and CRM tools; comfortable not just using them but configuring, reporting from, and improving them.
- Direct experience supporting a CEO or other senior major-gifts fundraiser by preparing briefings, documenting meetings, managing next actions, and making sure follow-through never slips.
- Comfort working inside a small, fast-moving, multi-priority nonprofit where wearing several hats is the norm.
- The capacity and appetite to grow with a fundraising program that is itself growing in scale and complexity over the first two years in the role.
- A genuine connection to the Cayton's mission of early childhood learning, family experience, and the role of cultural institutions in building community.

The role is located at the [Cayton Children Museum's home in Santa Monica](#), with the candidate's on-site presence required. Although certain flexibility for hybrid scheduling is available, the role requires meaningful time at the Museum for routine team, donor, Board and staff interactions and meetings, and for events. The role also requires flexibility to drive to various locations in order to meet donors where they are located, including on evenings and weekends.

COMPENSATION

The salary range for this position is \$155,000 – \$180,000 based on experience. Relocation assistance will be provided.

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