

15CI7485
MUSEUM DEVELOPMENT OFFICER
SUPPLEMENTAL QUESTIONNAIRE

This Supplemental Questionnaire will be used, along with the City/County Application and any other attachments, to determine if you meet the minimum qualifications. If more than five (5) qualified applications are received, the Questionnaire will be scored, and the score will be used to rank the qualified applicants on the eligible register and tied scores will not be broken. If there are five or less qualified applicants, they will be considered equally qualified and placed on the register in alphabetical order. **While you must list your entire work history on the application form, you must restate the requested information in the format requested in the Supplemental Questionnaire to receive proper credit. Also, any employer/organization (paid or volunteer) listed on the Supplemental Questionnaire must be listed on the application form.** You may attach one (1) additional sheet as needed to respond in detail to each question. Please provide the school/employer and dates of attendance/employment for each question. The Supplemental Questionnaire must be completed and returned with your City/County Application to the Montgomery City-County Personnel Department **until needs are met.**

NAME: (Print)

STREET ADDRESS:

CITY:

STATE:

ZIP CODE:

TELEPHONE NUMBERS:

HOME:

CELL:

Your Agreement: (Read)

By submission of this supplemental questionnaire to the application form, I hereby certify that all information on this supplemental questionnaire and any attached sheets are accurate and complete to the best of my knowledge and belief.

1) The Museum Development Officer is required to manage development projects. Describe a situation when you planned, organized, and monitored a multifaceted project or assignment. Be sure to include details concerning:

- The situation including the type of project**
- The priorities you set and how you determined those priorities**
- The number of people working on the project and their level of involvement (i.e.-paid employees, volunteers, etc.)**
- Your specific responsibilities and the responsibilities you delegate to others**
- A description of your strategy**
- The final outcome of the project, including how you measured the outcome/results**

Name of employer(s):

Dates of Employment:

2) The Museum Development Officer is required to engage in oral persuasive presentations in both group and one-on-one situations in order to solicit support for the Museum. Describe in detail a situation when you have used your oral communication skills to persuade the listener(s). Be sure to include:

- The situation including whether it was in a group or one-on-one setting**
- How you prepared for the presentation**
- How you overcame the listener(s)' objections (if any)**
- The outcome of this situation**

Name of employer(s):

Dates of Employment:

3) The Museum Development Officer is required to have extensive knowledge of the acceptable methods and principles of successful development and fundraising efforts. Describe in detail a situation when you have to utilize your knowledge of development and fundraising on a project. Be sure to include:

- The plan (if any) you developed and implemented to meet project goals**
- Methods used in developing the plan**
- Your considerations when developing the plan**
- How implementation was conducted**
- Specific donor-specific software, if any, that you utilized**
- The outcome of this situation**

Name of employer(s):

Dates of Employment:

4) The Museum Development Officer is required to prepare grant applications and reports as well as administer and monitor foundation and corporate grants. Provide a list of grants you have applied for and/or monitored. Additionally, describe in detail a situation when you prepared a grant application, received the grant award, and/or monitored the grant. Be sure to include:

- The specific grant you applied for and monitored, including the grant source**
- The sources used in preparing the application**

- The steps taken to monitor the grant once it was secured
- Specific word processing and/or database software you utilized

Name of employer(s):

Dates of Employment: