

# **SCIENCENTER POSITION DESCRIPTION**

## **Manager, Annual Fund and Membership**

*(2018-05-29)*

### **TITLE OF MANAGER**

Senior Director of External Relations

### **MAIN FUNCTIONS**

The Annual Fund and Membership Manager is a member of the External Relations department and works with staff, volunteers, and the Board of Trustees to advance the mission of the Sciencenter as well as provides leadership for membership and development activities of the museum.

### **PRIMARY DUTIES AND RESPONSIBILITIES**

In conjunction with the Sr. Director of External Relations, develop and implement a comprehensive annual fundraising strategy and communications calendar for individuals, local businesses and corporations, with measurable goals, project schedules, and budgets.

Oversees the Annual Fund and Membership campaigns, including writing e-appeals, direct mail pieces, managing print production and mailings, coordinating lists, and reporting on results.

Works with the Executive Director, Senior Director of External Relations, and the Public and Media Relations Manager to develop and implement strategic donor communications.

Works in consultation with the Executive Director, Senior Director of External Relations, Board of Trustees, and other key staff to develop and implement fundraising priorities and strategies, and donor solicitation and stewardship activities. Provides support for board relations. Oversees the planning, coordination and implementation of targeted donor stewardship events.

Works with the Senior Director of External Relations on the identification, qualification, cultivation, solicitation, acknowledgment and stewardship of donors. Coordinates prospect tracking.

Directs the Advancement Coordinator in gift entry, online giving, and the coordination of membership fulfillment for donors.

Serves as development database (DonorPerfect) administrator. Oversees database updates and reporting. Coordinates the integration of donor and front desk admission databases.

Prepares regular fundraising projections, analyses reports and fund updates for senior staff, Executive Director, and trustees.

## **SUPERVISION OF OTHERS**

Supervises the Advancement Coordinator

## **KNOWLEDGE AND EXPERIENCE REQUIREMENTS**

3+ years Development experience.

Must have passion for the mission, vision, and philosophy of the Sciencenter.

Knowledge of gift solicitation, cultivation and stewardship, annual and/or special campaigns, planned giving and development communications.

Ability to motivate, supervise, and work cooperatively and effectively with staff and volunteers. Commitment to a team approach and effective use of volunteers.

Supervisory leadership experience preferred.

Strong written and oral skills.

Strong computer skills (database administration, word processing, spreadsheets, and database systems).

## **WORKING CONDITIONS**

Congenial, fast-paced office environment. Must be available for occasional evening and weekend meetings and events.

## **TIME COMMITMENT**

Full-time, exempt position. Periodic evening events, as required. Occasional travel.

## **SALARY AND BENEFITS**

Commensurate with experience and qualifications. Full Sciencenter benefits provided.

## **APPLICATION INSTRUCTIONS**

Please send a resume and cover letter in PDF format to: [cFagan@sciencenter.org](mailto:cFagan@sciencenter.org)

**DEADLINE** Open until filled.

*The Sciencenter is an Equal Opportunity Employer*