

SCIENCENTER POSITION DESCRIPTION

Director of Development and Communications

Application Deadline: November 6, 2022

Title of Manager: Executive Director

Main Functions:

Works with staff and the board of trustees to advance the mission of the Sciencenter. Provides leadership for membership, development, and grants, including fundraising associated with individual donors, corporations, and foundations. Key staff member engaged in the oversight of communications, public relations, and the marketing activities of the organization. All staff are expected to contribute to a culture that supports equity, inclusion, diversity and access through their work at the Sciencenter.

Duties and Responsibilities:

Fundraising (individual, corporate, foundations, planned giving)

- ***Strategy:*** Provides vision, planning, and implementation for all of the Sciencenter's giving programs. Coordinates stewardship and cultivation activities closely with the Executive Director.
- ***Individual Giving:*** identifies prospective individual and major donors. Cultivates opportunities for the Sciencenter's major donors and prospective donors. Works closely with the Executive Director to develop and implement plan for Sciencenter's individual major donors.
- ***Corporate Giving:*** Identifies, cultivates, stewards, and solicits support from foundations and corporate supporters, including providing support for the corporate membership program. Includes developing written materials such as sponsorship proposals and other materials as needed.
- ***Planned giving:*** Identifies, cultivates, and works with the Executive Director to build the Sciencenter's endowment through planned gifts.

Department Management

- Work in coordination with Executive Director and CFO in preparation and monitoring of annual departmental budgets and work plans.
- Provide strategic direction for all development and communications activities, in coordination with Executive Director, Director of Exhibits and Facilities, and Director of Programs and Partnerships, and other staff as appropriate.
- Lead the Development and Communications team and provide oversight and management of annual giving, membership, corporate giving, grants, and media and public relations.
- ***Grants:*** Supports Grant Manager and Project Manager in grant budgeting and accounting. Works closely with Director of Exhibits & Facilities, Director of Programs & Partnerships, and Chief Financial Officer in overseeing grant management.

- **Membership:** Supports Development and Communications Coordinator in implementing membership program, including drafting and reviewing member communications.
- **Public Relations:** Supports Public and Media Relations Manager by engaging in the planning, review and approval of donor communications, advertisements and promotional activities of the Sciencenter, including mailings, print, radio and online ads, and press releases.

Other duties as assigned

- Performs other duties consistent with the position to advance the mission of the Sciencenter, as assigned.

Supervision of Others:

Supervises:

- Grant Manager
- Development and Communications Coordinator
- PR and Media Relations Manager
- Grant Project Manager

Experience and Skills:

Experience with fundraising, including raising funds from individuals, corporations, and/or foundation and government funders.

Experience with stewardship of donors, members and/or other stakeholders

Strong writing skills, including the ability to write for a variety of audiences

Strong oral communicator: relationship-centered, with well-developed listening skills

Experience with creating and tracking budgets

Excellent organizational and time management skills, strong attention to detail

Able to work independently and as part of a team including cross-departmental collaboration

Experience managing a team and setting direction

Excellent computer skills, including Microsoft Office (Word, Excel), and familiarity or willingness to learn about donor databases (DonorPerfect)

Passion for our mission and for connecting the community with science

Commitment to equitable fundraising practices and to expanding the diversity of our supporters

Working Conditions:

We are working towards creating a more inclusive workplace and are looking for candidates who share our commitment. Fast-paced, non-profit, hands-on museum environment. Must be able to work on many projects simultaneously with interruptions

Time Commitment:

Full time (40 hr/wk) exempt position. Periodic weekend and evening work during events. Primarily in-person with possibility of some hybrid schedule.

Salary and Benefits:

Salary range \$75K - \$80K. Full Sciencenter benefits provided.

Application Instructions:

To apply, please submit a resume and 1 page cover letter that highlights how your past experience, both formal and informal, has prepared you for this position.

Please send application as one PDF to: cfagan@sciencenter.org

The Sciencenter is an Equal Employment Opportunity Employer.