



# MUSEUM OF DISCOVERY AND SCIENCE

## JOB DESCRIPTION

**POSITION TITLE:** Development Manager

**DIRECT ACCOUNTABILITY:** Deputy Director, Strategic Initiatives

### **SUMMARY:**

The Museum of Discovery and Science makes learning about STEM (science, technology, engineering and math) interesting, engaging, and fun. The Museum's unique exhibits and programs create memorable learning experiences for all ages. Our mission is connecting people to inspiring science. As a member of the Strategic Initiatives Team, the Development Manager is an entrepreneurial, results-driven fundraising professional who helps create and implement fundraising strategies that achieve the organization's philanthropic goals. The Development Manager is responsible for implementing a broad-based strategy to secure and increase financial support through corporate and individual gifts. The Development Manager will identify and qualify prospects, match donor interests to museum goals, and solicit and steward donor relationships. The Development Manager will also write reports and donor correspondence. The Development Manager works with the Deputy Director to build a Culture of Philanthropy that is inclusive of all.

### **QUALIFICATIONS:**

Bachelor's degree or equivalent experience; Minimum 3 years successful fundraising experience in a museum or non-profit organization; or a combination of education and experience providing equivalent knowledge and expertise. Proven success with working externally and engaging face-to-face with current and prospective donors; Excellent track record in soliciting and securing gifts; Familiarity with the local corporate and philanthropic community; Demonstrated capacity to handle multiple tasks simultaneously utilizing superior time management skills; Successfully utilize internal and external teams to deliver projects in a timely and effective manner; Experience working with fundraising databases; Knowledge of STEM education a plus.

### **DUTIES AND RESPONSIBILITIES:**

1. Conduct prospect research on individuals, corporations, and foundations to assess alignment of their interests to the Museum's goals and needs.
2. Secure and steward individual, corporate and foundation donors; responsibilities include writing, submitting, and tracking partnership proposals and reports.
3. Manage a portfolio of donors, diversifying donor relationships and contributed revenue.

4. Collaborate with the Deputy Director on the creation and implementation of the Museum's annual development plan, including strategies for current and prospective donors.
5. Attend programs and events to network and prospect for new donors and increase awareness of the Museum.
6. Work with the Strategic Initiatives Team to create and implement plans to deliver effective donor communications including storytelling, mailings, emails, signage, digital content, and media.
7. Participate in the annual budget process and help determine annual contributed revenue goals.
8. Present philanthropy as a team effort.
9. Be an active ambassador for the Museum's mission.
10. Develop and instill positive donor relationship management practices.
11. Stay current on latest fundraising trends to inform the Museum's fundraising practices and attract new donors.

**COMPETENCIES:**

1. Motivated self-starter with the ability to function effectively with minimal direction.
2. Employs a strong work ethic and high standards for his/her/their own work, and the work of others.
3. Sees the possibilities as opposed to the obstacles and is a creative and tenacious problem solver.
4. Is personable, analytical, articulate, and an excellent written and verbal communicator.
5. Is forward thinking and results oriented.
6. Verbal Communication Skills.
7. Excellent customer service skills.
8. Time Management.
9. Detail oriented and excellent organizational skills.
10. Excellent relationship building skills.
11. Personal Effectiveness/Credibility.
12. Flexibility.
13. Technical Capacity Desired.
14. Stress Management/Composure.

**SUPERVISORY RESPONSIBILITY:**

This position has no supervisory responsibilities.

**WORK ENVIRONMENT:**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

**PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the

duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; balance; stoop, kneel; talk or hear. The employee must occasionally lift and/or move up to 25 pounds.

**POSITION TYPE AND EXPECTED HOURS OF WORK:**

This is a full time, exempt position. Days and hours of work will vary depending on event scheduling requirements. Must be available evenings and/or weekends, holidays.

**TRAVEL:**

No overnight travel is expected for this position and local day travel as needed.

**REQUIRED EDUCATION AND EXPERIENCE:**

1. Undergraduate degree.
2. 3 years successful fundraising experience in a museum or non-profit organization.

**ADDITIONAL ELIGIBILITY QUALIFICATIONS:**

1. Must have class E driver license and own vehicle.

To apply, please [click here](#), or go to <https://mods.org/application-instructions/>

Wage is \$60,000-\$65,000/annual.

DFWP / EEO / No phone calls please.