



**Science Spectrum
Development Manager**

Position Title: Development Manager
Reports to: President/Executive Director
Works with: Other Staff Area Personnel as assigned

Overview:

Under the supervision of the President, the Development Manager will research, recommend, plan, organize, and direct efforts that advance the financial goals that support the mission of the Science Spectrum.

Duties and Responsibilities. The candidate will:

- Work with the President to design and create development strategies to secure support from a variety of sources to achieve the mission, vision, and financial goals of the museum.
- Create from strategies a development program with gift acknowledgment, donor recognition, gift stewardship, accountability, and marketing.
- Collaborate with all areas of the organization to build positive and productive Fundraising results.
- Create and oversee donor database, soliciting donors and prospective ones when appropriate.
- Serve as a lead, and/or team member for mission driven annual fundraising events, as an example, working closely with the Gala chair and committee, and Critterfest.
- Coordinate solicitation and stewardship of sponsorships for all events with help from other staff.
- Represent Science Spectrum in the community to advance its mission as a knowledgeable representative with availability for public speaking on behalf of the organization.
- Maintain confidentiality and integrity of sensitive information related to all donors.
- Will possibly be involved with grant writing.
- Inform the President of all development opportunities that meet the mission and proposes action plans to capitalize on such opportunities.

Core Competencies/ Physical Demands.

For effective performance, the Development Manager should demonstrate support for the Science Spectrum mission and its efforts for the highest quality programs and services to its visitors. These competencies will require management skills, job knowledge, initiative, reasoning, oral/written communication skills, judgment, and dependability. Other skills are experience in grant writing, marketing, promotions, and public relations.

2579 S. Loop 289, Suite 250
Lubbock, TX 79423
806-745-2525

Contact: Cassandra Henry, President, sandy@sciencespectrum.org, or 806-745-2525



While performing the duties of this job, the Development Manager is regularly required to sit, stand, walk, speak, and hear. The position requires extensive computer use with hand dexterity in keyboard use, and computer screen reading. Occasionally the employee must lift/or move up to 20 pounds. Reasonable accommodations may be made to enable otherwise qualified individuals with disabilities to perform the essential functions. Travel may be involved.

2579 S. Loop 289, Suite 250
Lubbock, TX 79423
806-745-2525

Contact: Cassandra Henry, President, sandy@sciencespectrum.org, or 806-745-2525