About the California Science Center
At the California Science Center we aspire to stimulate curiosity and inspire science learning in everyone by creating fun, memorable experiences. This mission is guided by our core values of science as an indispensable tool for understanding our world, accessibility and inclusiveness, and enriching people’s lives. A world-class educational resource and family destination located in Los Angeles in historic Exposition Park, the California Science Center integrates a dynamic museum with free general admission to hands-on exhibit galleries, educational programming for students and families, professional development for educators, and a neighborhood elementary school – to improve public understanding of science, technology, engineering and mathematics (STEM).

Director of Development Position Overview
The Director of Development will manage the creation and implementation of our strategic development plan and lead the department to sustain and grow annual fundraising programs. The combined revenue goal for these programs ranges from $3 million to $4 million annually, plus additional fundraising needs for special projects as they arise. There is an ever increasing need for contributed support as the California Science Center expands.

The ideal candidate is a non-profit development professional with experience in both front-line major gifts fundraising and supervising a team. The Director of Development should be adept at building and managing strong relationships with staff and volunteers, members, and donors. Additionally, they should thrive in a fast-paced, deadline oriented environment and demonstrate a commitment to our mission and values.

Salary Range and Requirements
$90,000 - $100,000. Full-time, exempt position reporting to the Chief Advancement Officer. Currently, Development staff are expected to work onsite a minimum of three days a week with the flexibility to work remotely two days a week but this policy is subject to change. As part of our commitment to health and safety, all Foundation employees must be fully vaccinated against COVID-19.

Roles and Responsibilities
- Determine how best to achieve giving objectives, monitor and evaluate progress toward goals, maximize resources, and provide oversight of key fundraising programs:
  - Membership ($85-$1,000 family membership)
  - Partners in Learning ($1,500+ annual giving program)
  - Discovery Ball (high-profile benefit gala)
  - Grant Development (restricted support for educational exhibits, programs, special projects)
- Manage the 8-person development team including two Assistant Directors, Development Associate, two Senior Grant Writers, Assistant Membership Manager and Membership Assistant
- Engage the Board of Trustees, guiding them to fulfill the expectations for board service
- Actively identify, cultivate and participate in the solicitation of new donors in coordination with senior staff and Trustees
- Build relationships and steward members and donors for sustained and increased engagement
- Represent the California Science Center at member/donor programs and events; develop talking points for leadership; deliver presentations
- Ensure proper stewardship and accurate recognition of donors across all fundraising programs
- Review and edit correspondence and publications for accuracy of content and consistency of California Science Center style
- Ensure adherence to accounting standards for gift entry, reporting and receipting; and best practices for timely invoicing of pledges, acknowledgment of gifts, and fulfillment of benefits
• Guide development and implementation of business practices for effective use of the Tessitura donor database and promote standardization and maximization of its use department-wide
• Prepare talking points, financial reports and progress updates on annual fundraising programs and grant funding for senior staff and Trustees as required
• Oversee preparation of the Development, Grant Development and Membership department expense and revenue budgets; regularly monitor progress toward goals and track/contain expenditures
• Special projects, assignments and other duties as required

Qualifications
• Exceptional interpersonal skills and a professional demeanor
• Excellent public speaking and presentation skills
• Bachelor’s degree or equivalent work experience
• Minimum of eight years development experience, with a record of successful career growth
• Experience with museums, informal learning institutions or community-based organizations a plus
• Knowledge of Los Angeles area philanthropic communities desired
• Successful track record of soliciting and closing major gifts - ability to identify, qualify and engage prospective donors from outside the Foundation’s existing donor base
• Strong project management skills
• Self-starter with demonstrated ability to strategize, set and meet goals both independently and by supervising and motivating a team
• Ability to manage departmental and project budgets and interpret financial data
• Persuasive writing and editing skills; able to produce relevant writing samples upon request
• Proficiency or ability to become quickly proficient in Microsoft Office suite and OneDrive applications, Zoom or other videoconferencing platforms, donor databases or constituent relationship management systems; experience with Tessitura a plus
• Strong organization and analytical skills with keen attention to detail and ability to establish and maintain high standards of information management
• Experience staffing volunteer committees or working with boards preferred
• Willingness to staff or attend frequent evening/weekend events and activities

Benefits
• Competitive medical, dental and vision benefits
• 11 Paid Holidays and 12 Vacation days
• Employee Assistance Program and Wellness Program
• Access to 403(b) retirement plan with match
• Free California Science Center membership with free or discounted admission to approx. 350 other science centers and museums nationwide

The California Science Center Foundation is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, religion or creed, gender or gender identity, sexual orientation, marital status, age, veteran status, disability or any other legally protected status recognized by federal, state or local law with respect to employment opportunities.

Netzel Grigsby Associates has been retained by the California Science Center Foundation to support the search for the incoming Director of Development.

To Apply: Email your cover letter and resume to CSCF@netzelgrigsby.com with Director of Development Application in the subject line.

Effective – March 2022