



# Sci-Tech Discovery Center Job Descriptions

## Job Title: Development Manager

**Job Summary:** The Development Manager reports to the Deputy Director and oversees fundraising efforts and supports membership development. The primary duties of the Development Manager are to create and implement an annual fundraiser event, assist grant writing/tracking, support membership growth/retention, and oversee general development with the Director team.

### **Essential Duties:**

#### **Fundraising & Grant Writing:**

- Assist the Deputy Director in the **development and execution of a comprehensive fundraising strategy** in collaboration with the Board Finance Committee, Executive Director, and Director of Accounting
- Support the **creation of an annual development budget** along with the Deputy Director and Director of Accounting
- **Develop and implement an annual calendar** of appeals, solicitations, and fundraising communications
- **Create and implement mission-based, donor-centric appeals** distributed through a variety of channels, including personal contacts, direct mail, social media, newsletters, etc.
- **Analyze fundraising data and support reporting** including an annual donor report, quarterly Board reports, and other reports as needed
- Work in partnership with the Director of Operations and Director of Accounting to further **refine and develop all systems needed to support fundraising data management**, including but not limited to: donor database management, solicitations, gift tracking, thank you letters, etc.
- Serve as primary staff for **monetary and in-kind donation processing and tracking**
- Oversee the **creation of an annual grant/foundation calendar as well as tracking systems** for submissions, award rates, impact metrics, and reporting
- Assist in **research of grant opportunities as well as application writing**
- Serve as primary staff for a **large-scale annual fundraising event** and other small-scale gatherings
- **Research local, regional, and national funding sources and trends in fundraising** to implement best practices

#### **Membership & Donor Development:**

- **Develop and implement strategies to increase year-over-year membership numbers** including retention rates as well as the **number of individual donors and overall gifts**
- Work in collaboration with the Director of Operations to **refine and clean membership data, solicit renewals, manage benefits and communication, and cultivate the member to donor pipeline**

- Work in collaboration with the Education Team to **promote and increase member attendance at programs & events**
- **Expand and diversify the donor base and pipeline** while working closely with other teams to identify, prospect, and build relationships with new funders
- **Ensure quality donor experience** for the organization with timely acknowledgements and year-round stewardship
- **Attend networking events** with the Deputy Director to increase professional network, refine relationship management skills, and increase Sci-Tech's outreach and capacity
- Other responsibilities as assigned

### **Skills/Qualifications:**

- Degree or equivalent experience in Nonprofit Management, Public Administration, Communications, Public Relations, or other relevant fields
- Knowledge of fundraising strategies, campaign management, event planning, data management, and donor relations required
- Grant writing, gift processing, report creation, budgeting, graphic design, social media, and corporate giving experience are desired
- Experience building, maintaining, and growing connections with donors/members, key community leaders, and STEAM industry professionals
- Knowledge of Microsoft Office (*Word, Excel, Publisher, PowerPoint, and Sharepoint*), Google Drive, and Canva
- Comfortable around an active work environment with children and noise as well as technology, machines, scientific tools, and animals including reptiles & arthropods
- Ability to move up and down stairs and carry up to 40 pounds is beneficial
- Bi- or Multi-lingual is a plus (*English required, Spanish, ASL, Vietnamese, Hindi, Urdu, Farsi, or Mandarin preferred*)

### **Key Competencies:**

- Manage multiple tasks with limited oversight consistently
- Positive attitude, collaborative spirit, and reliable
- Adaptable day-to-day and under pressure
- Passionate about nonprofits and community engagement
- Effective and professional communicator and presenter
- Cultural competency and knowledge of IDEA (*Inclusion, Diversity, Equity and Accessibility*)

**Status:** Full-Time, Exempt, Approximately 40 hours/week

**Reports to:** Deputy Director

**Work Schedule:** Primarily Monday through Friday, with occasional nights/weekends as needed for events/programs

**Location:** Primarily on-site, but occasional local travel for programming or meetings, Opportunities for remote work

**Compensation:** Base Salary of \$40,000 (*Additional compensation available to commiserate with experience*), Medical/Vision/Dental Benefits, Flexible Schedule, Unlimited/Flexible PTO, Performance-based Bonus Pay

**Other:** Candidates are required to pass a basic background check and have reliable transportation.