

SCIENCENTER POSITION DESCRIPTION

Senior Director of Development and External Relations

(2018-07-09)

TITLE OF SUPERVISOR: Executive Director

MAIN FUNCTION

Visionary team leader with a strong commitment to building dynamic, inclusive, and collaborative environments that positively impact the Sciencenter, local community, and national constituencies that the Sciencenter serves. This is a high-impact role that integrates sophisticated communications and development strategy to enable the Sciencenter's growth through the implementation of the next 5-year strategic plan and beyond.

The Senior Director of Development and External Relations is a key member of the senior leadership team, directing external relations activities, including: foundation, corporate, and government relations, annual giving, major gifts, earned income from events and exhibition rentals, communication and marketing. The position oversees a five-member external relations team.

RESPONSIBILITIES

The primary responsibilities include the following.

- Development
 - Develop a multi-year fundraising strategy that incorporates the Sciencenter's mission, vision, and values
 - Build, cultivate, solicit, and steward a portfolio of donors (individual, corporate, and foundation) cultivating strong and meaningful relationships that advance the Sciencenter's mission
 - Develop meaningful stewardship plans for all donors
 - Develop and lead the growth of the annual fund and membership programs
 - Actively support the grant writing efforts of the Sciencenter
 - Engage with and advise the Executive Director and governance committee to build a strong Board of Trustees
- External Relations
 - Develop and oversee implementation of strategy in the areas of public relations, marketing, and traveling exhibition sales
 - With the Sciencenter's Executive Director and senior leadership team, develop a case for support that describes our impact and guides development strategy and other external communications

- Develop opportunities to communicate the organization’s mission, vision, strategic plan, and impact to build awareness and visibility with existing and potential stakeholders
- Drive increased engagement with the Sciencenter through the development and implementation of a strong, multi-faceted communications strategy
- Collaborate with all Sciencenter divisions and teams to support and promote consistency of messaging and branding across the organization
- Leadership and Management
 - Manage and coach five fundraising, marketing, communications, and sales professionals to achieve ambitious revenue goals
 - Play a key leadership role, as a member of the senior team, to promote a fun, innovative, impactful, and accessible organization with a highly engaged and diverse team to create deeper impact and relevance to broader audiences
 - Engage with and advise the senior leadership team on key strategic questions
 - Foster institution-wide innovative thinking, learning, risk-taking, and experimentation
 - Perform other duties consistent with the position as assigned by the Executive Director

SUPERVISION OF OTHERS

- Direct reports – 4
- Indirect reports – 1

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

- Minimum 5 years of senior level fundraising with a track record of success and demonstrated increase in responsibility
- Demonstrated skill and comfort in proactively building relationships and soliciting and closing gifts from individuals, foundations, and corporations
- Demonstrated ability and success in writing grant proposals ranging from local to national foundations at the private and public level
- Excellent storytelling ability to foster interest and support, generate revenue, and build enthusiastic commitment for the Sciencenter and its programs
- Demonstrated ability to effectively interact with senior leadership, Board members, and staff
- Exceptional team and people management skills
- Experience working with an Executive Director and other senior leaders – effectively utilizing them in service of fundraising and external communications, as appropriate

- High comfort level with social media and other communications methods
- Demonstrated ability to think strategically and translate that thinking into action plans
- Ability to take initiative and thrive in a fast-paced environment
- Demonstrated ability to think creatively
- Experience managing budgets
- Demonstrated ability to work under pressure
- Demonstrated ability to be flexible in a rapidly changing environment

WORKING CONDITIONS

Fast-paced, non-profit, hands-on museum environment. Must be able to work on many projects simultaneously with interruptions. Must work well in both an individual and team setting.

TIME COMMITMENT

Full time (40 hr./wk.) exempt position. Occasional weekend and evening work, as well as travel, are required.

SALARY AND BENEFITS

Salary commensurate with experience and qualifications. Full Sciencenter benefits provided.

APPLICATION INSTRUCTIONS

Please include the following in your application:

1. Letter of application
2. Resume

Send your application as one PDF file to: cFagan@sciencenter.org

Deadline: Open until filled

The Sciencenter is an Equal Opportunity Employer