

## JOB ANNOUNCEMENT

*July 6, 2022*

### **DEVELOPMENT DIRECTOR**

Eugene Science Center seeks a seasoned development professional with a passion for education, science, and community. The ideal candidate will thrive with a small, but energetic staff and contribute to a fun, creative, collaborative, and innovative work environment. It's an exciting time to join Eugene Science Center as it works to have a greater impact on its community. The science center is in the midst of reimagining itself with ambitions of becoming a world-class science center. The Development Director has primary responsibility for developing and implementing strategies to raise revenue for both operations and special projects from individuals, business, and foundations. He/She/They will work to strengthen and expand the science center's base of support throughout Lane County and beyond by being innovative, autonomous, forward thinking, and having a successful track record in fundraising, grant writing, and communications.

**EUGENE SCIENCE CENTER** is a small, non-profit science center located on 4.35 acres in north Alton Baker Park in Eugene, OR. It was founded in 1961 as the southwestern branch of OMSI, and later incorporated as the Willamette Science and Technology Center in 1977. The science center has one of the largest and most technologically advanced planetariums in the entire Pacific Northwest and serves as a community hub for informal STEM (science, technology, engineering, math) education.

#### **TO APPLY:**

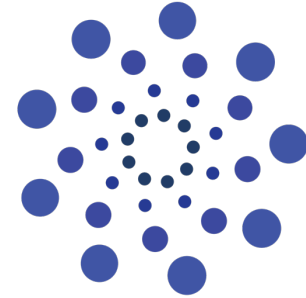
- Review the attached position description.
- Create a cover letter briefly describing your experience soliciting and stewarding donor gifts, your experience writing and managing grants, and how you would balance a wide-range of responsibilities that occur within a small non-profit museum.
- Email your cover letter and resume as a single PDF document to [tscott@eugencesciencecenter.org](mailto:tscott@eugencesciencecenter.org)

# EUGENE SCIENCE CENTER

## *Position Description*

### **Development Director**

(2022-06-09)



**SUPERVISOR:** Executive Director

### **MAIN FUNCTION**

The Development Director is responsible for leading the Development Department in developing and promoting fundraising activities for the museum with emphasis on donor, corporate, and foundation relations (including cultivation and stewardship), and grant proposals and reporting.

### **DUTIES AND RESPONSIBILITIES**

#### Leadership (20%)

Serves as director of Eugene Science Center's Development Department, with supervisory and decision-making responsibility for the department's work, and temporary/seasonal staff including volunteers and interns. Other responsibilities include hiring, scheduling, evaluating performance, and ensuring appropriate professional development of team.

Serves as staff liaison for the Development Board Committee.

Supports individual and group dynamics with effective communication, decision-making and conflict resolution strategies.

Manages department budget, and ensures collection and dissemination of relevant Development data, such as finances, event revenues, donor feedback, and other relevant data.

#### Development (70%)

Builds relationships with current members and donors; works to increase levels of annual and major giving to Eugene Science Center.

Develops new individual, major, and business donors, and expands membership to significantly increase annual giving.

Manages corporate partners and prospects by sustaining and building relationships, and cultivating new partnerships.

Solicits sponsorships; prepares sponsorship agreements for events, exhibits, and programs and ensures appropriate recognition and benefits are conveyed.

Makes presentations, provides tours and creates cultivation events for individuals, businesses, and community groups that are current or potential donors.

Works with the development team and Executive Director to establish an annual fundraising plan, including goals, a calendar of events, and grant requests. Routinely reviews and updates our donor acceptance policy.

Manages and prepares grant proposals in coordination with staff and volunteers, and ensures application and award timelines and requirements are met and reports to funder are accurate and completed on time.

Ensures accurate and timely donation tracking, data entry, receipting, and acknowledgement.

Writes targeted donor and sponsor communications and coordinates their dissemination.

Manages and participates in museum fundraising events, including assisting with tailgate parking fundraiser.

Attends board and staff meetings, and participates in local and regional professional organizations, workshops, and conferences.

#### Other Duties (10%)

Participates in select cross-department projects and initiatives.

Makes external connections with fundraising communities.

Assists the organization by performing other duties, consistent with the position, as assigned.

#### **SUPERVISION OF OTHERS**

Recruits, trains, and manages part-time, seasonal, temporary, and contracted staff as well as volunteers and interns.

#### **EXPERIENCE AND SKILLS**

- Positive, friendly and outgoing personality with a passion for providing excellent guest experiences and building relationships with patrons.
- Must have a passion for connecting children with science, and for working with and serving a wide variety of people.

- 4-year college degree (advanced degree preferred).
- 3+ years of demonstrated experience and record of successful fundraising (additional capital campaign experience preferred).
- 2+ years managing paid staff and leading teams (including hiring, training, scheduling and evaluating performance).
- 2+ years experience working in a museum/not-for-profit organization and managing volunteers (including recruiting, placement, training, evaluation, and recognition) strongly preferred.
- Exhibits excellent judgment in decision-making and problem solving; able to “think on feet” and handle difficult interpersonal situations with grace and poise.
- Excellent organizational skills and attention to detail. Able to organize self and others in the face of frequent interruptions.
- Excellent written and oral communication skills, with special care given to interpersonal communication, timeliness and the ability to handle sensitive information appropriately.
- Computer literacy: Microsoft Office suite, Google Workspace, POS, Donor Software such as Donor Perfect.
- Reliable transportation and driver's license with good safety record.
- Personal attributes: strong interpersonal, leadership and collaboration skills, excellent customer service orientation, creative, flexible, resourceful, imaginative, high energy, with great sense of humor.

## **WORKING CONDITIONS**

Fast-paced, non-profit, hands-on museum environment. Must be able to have the flexibility to also work occasional alternate days, holidays and evenings. Must be able to work on many projects simultaneously despite frequent interruptions. Must work well in both an individual and team setting. Must be able to occasionally lift and move objects up to 50 lbs.

## **TIME COMMITMENT**

Full time (40 hr/wk) exempt position. Occasional Weekend, holiday, and evening work required.

## **SALARY AND BENEFITS**

Annual salary range is \$43,000 - \$46,000 depending on experience. Full Eugene Science Center benefits provided.

***Eugene Science Center is an Equal Opportunity Employer***