

EUGENE SCIENCE CENTER

POSITION DESCRIPTION

Community Engagement Director

(2024-07-25)

SUPERVISOR: Executive Director

POSITION SUMMARY

The Community Engagement Director is responsible for managing Eugene Science Center's public relations and marketing, and annual fundraising initiatives, including but not limited to, donor cultivation and stewardship, annual fund, corporate sponsorships, fundraising events, and grants.

DUTIES AND RESPONSIBILITIES

Fundraising

- Develop and manage a yearly fundraising plan that includes major gifts, planned giving, fundraising events, and targeted campaigns.
- Build relationships with current members and donors; work to increase levels of unrestricted annual giving to Eugene Science Center.
- Develop new individual and business donors, and expand sponsorship to significantly increase annual giving.
- Manage corporate sponsors and prospects by sustaining and building relationships, and cultivating new corporate partnerships.
- Solicit targeted sponsorships; prepare sponsorship agreements for special events, exhibits, and programs
- Ensure accurate and timely donation tracking, data entry, receipting, and acknowledgement.
- Write targeted donor and sponsor communications and coordinate their dissemination.
- Participate in local and regional professional organizations, workshops, and conferences.

Grant Management

- Manage and prepare grant proposals in coordination with other staff, and ensure award timelines and requirements are met and properly reported to funders
- Work closely with staff on yearly grants calendar and sets goals for each year.

- Research new granting opportunities and keep up to date on current funders and their funding priorities.
- Track and manage grants calendar.
- Work closely with staff to pursue new grant sources that fit the needs of the organization.

Public Relations & Marketing

- Oversee development and marketing strategies including, but not limited to, social media presence, electronic mailings, print campaigns, and web content to boost the science center's community engagement.
- Create and manage promotional material for fundraising events and campaigns.
- Evaluate marketing opportunities, set budget with the Executive Director, supervise production and placement, and evaluate results where possible.
- Serve as one of the organization's spokes-persons and provides media relations support to promote awareness surrounding initiatives, programming, and campaigns, share organization accomplishments, mission, vision, values, and successes.

Special Events

- Develop and implement regular, small-scale donor recognition and cultivation events, such as tours and informational meetings.
- Develop and implement periodic small and large scale fundraising events to increase community awareness, foster donor relations, expand donor base, and generate donations
- Work closely with other departments to plan and implement public special events, and assist with coordinating the logistics of running public special events.

Other Duties

- Participate in select cross-department projects and initiatives.
- Assist the organization by performing other duties, consistent with the position, as assigned.

SUPERVISION OF OTHERS

- Manage volunteers and vendors associated with special events, marketing, and fundraising initiatives.

EXPERIENCE AND SKILLS

- Positive, friendly and outgoing personality with a passion for providing excellent guest experiences and building relationships with patrons
- Must have a proven track record of fundraising, grant writing, and marketing
- Must have a passion for connecting the public with science
- 4 year college degree (advanced degree preferred)
- Experience managing paid staff and leading teams (including hiring, training, scheduling, and monitoring/evaluating performance)
- 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, Gmail, POS, Database management
- 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 work on many projects simultaneously despite frequent interruptions. Must work well in both an individual and team setting. Must be able to lift and move furniture, exhibits, and boxes of supplies. Position responsibilities require onsite, in-person work, and frequent offsite work.

TIME COMMITMENT

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

SALARY AND BENEFITS

Starting salary is \$50,000 - \$55,000 with full Eugene Science Center benefits provided (health, vision, and dental insurance; vacation, holiday, and sick leave).

Eugene Science Center is an Equal Opportunity Employer