

Position Title: Advancement Manager, Annual Giving
Date Posted: 2/9/2021
Department: Advancement
Reports to: Advancement Director
FLSA Classification: Exempt
Type of Position: Full-time
Hours: 40 hours/week, flexible and remote-opportunities



GENERAL DESCRIPTION

Seeking a dynamic professional fundraiser to join the team that is raising funds in support of the Children's Science Center's mission today and vision tomorrow as we build Northern Virginia's Science Center. The Advancement Manager for Annual Giving will be primarily responsible for overseeing the cultivation, solicitation and stewardship of annual giving from individuals, companies and foundations. This position reports directly to the Director of Advancement and works collaboratively with the Executive Director, Board External Affairs Committee, Administrative, Finance, Experience and Communications teams.

SPECIFIC JOB RESPONSIBILITIES

- Specific responsibilities include:
 - Direct a robust annual plan of cultivation, solicitation, and stewardship strategies to meet budget goals in contributed revenue from individual, corporate and foundation sources
 - Directly supervise the duties of Advancement Associates (2) for Annual Giving
 - Plan and execute fundraising, stewardship and cultivation events
 - Coordinate the activities of a volunteer Ambassador Committee to raise community awareness and support
 - Oversee individual gift solicitations, acknowledgements, pledge reminders, online and mail appeals
 - Assist the Director of Advancement with gift cultivation, solicitation and stewardship
 - Manage Advancement department's internal/external communications including donor newsletters, profile articles, invitations and mailing list coordination
 - Work collaboratively with Institutional Giving Coordinator on corporate and foundation research, solicitation, acknowledgements and reporting for program funding
 - Work collaboratively with Capital Campaign Manager to implement activities, strategies, solicitations and communications to complete a \$75M capital campaign to build Northern Virginia's Science Center
- Serves as an integral leader of the Advancement team and participates in:
 - Building strong relationships with current and future donors;
 - Budget review and setting of Advancement annual plan and goals to align with Center's Strategic Plan;
 - Working with volunteers and consultants; and
 - Managing and utilizing technology for efficient donor communications and tracking.
- Other duties as assigned.

QUALIFICATIONS AND CHARACTERISTICS

REQUIRED QUALIFICATIONS

- A minimum 4 years of experience in a nonprofit Advancement office, general knowledge of donor CRM database systems, or specifically Altru a plus.
- A minimum of 2 years of experience in managing annual giving for individuals, institutional funders or events.
- Expertise in use of technology for Advancement activities including database tracking/reporting, research, email marketing, social media and online giving communications.
- Experience in developing sustaining relationships with donors, board members and key volunteers.
- Strong knowledge of Advancement processes to acquire, cultivate and steward donors.

- Bachelor's degree required.

IDEAL PROFESSIONAL CHARACTERISTICS

- Strong interpersonal communication and customer service skills.
- Superior attention to detail, project management and organizational skills.
- Excellent verbal and written communications skills.
- Demonstrated ability to forge mutually respectful, trusting, and effective relationships with a diverse group, including providing excellent customer service.
- Proven success as a team leader who can contribute to a positive and effective work environment.
- Comfortable and up-to-date with current technology.

PERSONAL CHARACTERISTICS

- Be a passionate advocate for hands-on STEM learning, personally and professionally committed to the Children's Science Center mission, objectives and programs.
- Be a persuasive and articulate communicator who is able to connect with a broad spectrum of people in a meaningful way.
- Able to energize and engage potential supporters.
- Emotionally mature, with a sense of humor to maintain balance and perspective.

Successful completion of a criminal background check. Successful completion of a national background check and drug screening may also be required.

FULL-TIME BENEFITS

- Fully-Paid Medical Premiums for employee; option to add Vision, Dental and dependents at employee expense
- 401(K) Retirement Plan
- Paid Time off (3 weeks); Paid Holidays (9)
- Professional Development Opportunities and Partial Assistance
- Flexible schedule and remote work opportunities
- Science Center membership with ASTC and ACM reciprocity to hundreds of museums around the US and globe
- Business Casual Dress
- Credit Union Membership

PHYSICAL DEMANDS OF JOB

These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of this job. Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions:

Frequently required to:

- Speak and hear;
- Stand upright and/or walk on feet for up to five (5) hours at a time;
- Sit for up to five (5) hours at a time;
- Use hands and digits to manipulate, handle, and feel.

Occasionally required to:

- Perform repetitive motions;
- Use eye, hand, and foot coordination.

Vision abilities required by this job include close vision (close vision at 20 inches or less), distance vision (clear vision at 20 feet or more), color vision (ability to identify and distinguish colors), peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point), depth perception (three-dimensional vision,

ability to judge distances and spatial relationships), and ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

WORK ENVIRONMENT OF JOB

While performing the responsibilities of the job, these work environment characteristics are representative of the environment the Advancement Manager encounters. Reasonable accommodations may be made to enable people with disabilities to perform the essential functions of the job. While performing the responsibilities of the job, the employee is required to utilize computers and associated technology for long periods of time. The noise level in the work environment is typically low to moderate.

CONCLUSION

This job description is intended to convey information essential to understanding the scope of the Advancement Manager position and it is not intended to be an exhaustive list of skills, efforts, duties, responsibilities, or working conditions associated with the position. The Children's Science Center reserves the right to revise duties as needed.