

# Development Associate – Special Events

Full-time position

## **Position Summary**

Reporting to the Corporate Giving & Special Events Development Officer, The Development Associate is responsible for the planning and execution of The Discovery's events and promotions, both on- and off-site. The Development Associate is responsible for the cultivation of long-term relationships with entities associated with The Discovery's special events and annual fundraiser. Further, the Development Associate will support the Development Officer in identifying, engaging, cultivating, soliciting, and stewarding a portfolio of corporate donors and prospects to meet annual fundraising goals. This position plays a critical role in supporting the mission of The Discovery.

## **Essential Functions**

### **Event Planning and Execution – 90%**

- 60% of time is dedicated to providing assistance with planning and implementation of The Discovery's annual fundraiser, Chemistry of the Cocktail, e.g. save-the-date and invitations, donor follow-up, silent auction, décor, activities, entertainment, logistics, etc.
- 20% of time dedicated to developing hands-on programming plan and implementation for each Social Science, an adults-only programming event held four times a year.
- 10% of time dedicated to providing Development-specific support for events like exhibition opening nights, donor events, and Science Distilled lectures that enhance donor cultivation and stewardship objectives.
- Responsible for pulling permits with both city and county entities regarding special events.
- Accurately record details of donor commitments/donations, including on internal donor tracking forms.
- Document funder relationships, cultivation, and interactions through email, Salesforce and/or Altru platforms.
- Work with V.P. of Marketing to create and manage social media posts and information regarding events via Facebook, Twitter, Instagram, & Hootsuite; utilize WordPress to help tell success stories.

### **Additional Support – 10%**

- Represent The Discovery at select internal and external meetings and events, as needed, to support the organization's capacity building objectives.
- Develop proficiency in utilizing The Discovery's primary database, Altru, including building and analyzing queries that support the Development Team's annual fundraising strategy.
- Assume other tasks and responsibilities as assigned by the Corporate Giving and Special Events Development Officer.
- Coordinate major gift cultivation activities, as needed, with other staff members.

## **Education & Experience Required**

- Bachelor's degree preferred
- Successful, quantifiable track record of customer service and/or donor stewardship outcomes.
- IT literate: Above average competency with using word processors, databases, spreadsheets, project management software and web applications, e.g. Microsoft Office, Outlook, Smartsheet, Salesforce, or other donor/research databases.
- At least 2 years of related event planning experience
- Or equivalent work experience

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### **Skills Necessary**

- Demonstrated writing ability for a public audience and for proposals and donor stewardship reports.
- Demonstrated excellence in interpersonal, written/verbal communications and customer service skills to work effectively with people of diverse talent and background.
- Demonstrated excellence in problem solving and analytical skills with attention to detail and accuracy.
- Demonstrated excellence in organizational and project management skills, and setting objectives/goals.
- Self-motivated to prioritize multiple projects in order to meet individual and departmental deadlines.
- Ability to remain current with standard policies and procedures.
- Working knowledge of office practices, procedures and business writing, e.g. formal letters, email, etc.
- Ability to maintain a high degree of confidentiality.

### **Work Characteristics**

- Committed to solving problems and learning from mistakes.
- Self-starter who demonstrates integrity and accountability.
- Must be able to perform with minimal supervision.
- Ability to work within a team and use internal and external resources to perform at a high level.
- Excellent verbal and written communications, and polished and professional appearance/demeanor.
- Ability to remain calm under pressure and adapt to change.
- Ability to work extended hours, evenings and weekends for special events/projects in and out of The Discovery.
- Possible light lifting.
- Valid driver's license.

### **Working Conditions**

General office environment. Work is sedentary in nature but may require standing or walking for up to 10% of the time. Work is generally performed within an office environment using standard office equipment.

### **How to Apply**

Please e-mail resume, cover letter and three references to [jobs@nvdm.org](mailto:jobs@nvdm.org). No phone calls please.

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