

Position: Development Officer – Special Projects
Reports to: President/CEO
Status: Full-time, temporary with possibility of permanent
Schedule: 40 hours/week.
Compensation: \$45,000 - \$62,500 annually

Objective: The Development Officer plays a vital role in meeting The Discovery’s ambitious restricted projects funding goals, with a primary focus on securing large gifts for special projects. Reporting to the President/CEO, this position is responsible for identifying, engaging, cultivating, soliciting, and stewarding a portfolio of donors and prospects to meet goals. The position is also responsible for developing a priority list of new prospects and strategies to secure new gifts and is responsible for coordinating with other Development team members in maintaining current donor relationships and for the acquisition of new gifts. This position plays a critical role in supporting the mission of The Discovery.

Requirements: An ideal candidate for this position is a mature, responsible, dependable individual who enjoys working in a fast-paced environment; is a people-oriented and satisfaction driven person who can handle multiple tasks simultaneously. Must be self-motivated, detail-oriented, and trustworthy. Must possess a Bachelor’s degree and have a minimum of five years of related development or sales experience, or the equivalent combination of education and experience. Must have major gift fundraising and portfolio management experience, with a proven success record in major gifts cultivation and solicitation skills required. Proficiency in Microsoft Office is required and Blackbaud Altru experience is preferred. Valid driver’s license is also required.

Skills Necessary:

- Enthusiasm and passion for the mission of The Discovery and a desire to share it.
- Ability to fulfill sponsorship activation and donor programs.
- Ability to ask for and close deals that support special projects such as brand new permanent exhibitions.
- Excellent verbal and written communication skills.
- Willingness to work irregular and long hours during events.

Work Characteristics:

- Outstanding relationship building, presentation, and negotiation skills.
- Ability to work under pressure and meet deadlines.
- Ability to work closely and cooperatively with internal and external associates.
- Superior interpersonal and written and oral communication skills.
- A strong work ethic and the ability to be a motivated, enthusiastic team player.

Environment: 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, with standard office equipment available.

Job functions:

- The duties and functions of this position include, but are not limited to:
- Work in partnership with the President/CEO to design and implement strategy for cultivating and stewarding major donors, towards multi-year gift commitments and donor retention.
 - Coordinate major gift cultivation activities, as needed, with other staff members.

- Work collaboratively with the museum's internal departments to assist the work of the major gift program (i.e. Education, Marketing, and Finance).
- Become familiar with the museum's programmatic needs for the purpose of effective donor cultivation and stewardship, using available resources and opportunities.
- To sell sponsorship opportunities to both new and existing supporters of The Discovery.
- Prepare exciting and creative proposals to attract new donors and sponsors at all levels.
- Make cold calls to secure new contacts, meet prospective donors/sponsors and foster new relationships.
- Prepare contractual agreements for sponsors in accordance with museum policy
- Contribute expertise and vision to marketing and development meetings.
- Support the President/CEO in promoting the business mission.
- Other duties as assigned by the President/CEO.

The Terry Lee Wells Nevada Discovery Museum (The Discovery) is an Equal Opportunity Employer and is committed to ensure that all employees and applicants receive equal consideration and treatment, regardless of race, color, creed, gender (including gender identity or gender expression), religion, marital or domestic partner status, age, national origin or ancestry, physical, mental or medical disability, sex, sexual orientation, citizenship, military service status, veteran status, or any other characteristic protected by state or federal law or local ordinance. The Discovery is a drug-free workplace.