

Position: Senior Development Officer – Individual & Family Donors
Reports to: President/CEO
Status: Full-time, exempt
Schedule: Monday-Friday. Occasional weekend and evening hours may be required.
Compensation: \$70,000 to \$80,000 annually (DOE) plus medical, dental and vision benefits. 403b retirement plan available.

Objective: The Senior Development Officer plays a vital role in meeting The Discovery’s contributed income goals, with a focus on individual and family donors of all giving levels. 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 for the museum’s annual operating budget and funding of special projects and exhibitions.

Job functions: The duties and functions of this position include, but are not limited to:

- Collaborate with other members of the Development team to design and implement strategies for identifying, cultivating, soliciting, stewardship, donor retention, and recurring giving.
- Conduct research on individual and family donor prospects.
- Assist in maintaining the donor database to ensure that donation and tracking information is updated and accurate.
- Assist in managing correspondence, direct mail, marketing and other donor initiatives and communications.
- Work collaboratively with the museum’s internal departments as it relates to individual and family donors (i.e. Education, Marketing, and Finance).
- Be familiar with the museum’s programmatic needs for the purpose of effective donor cultivation and stewardship, using available resources and opportunities.
- Participate in community events and other activities to build external relationships.
- Prepare fundraising reports as needed for the museum’s executive leadership.
- Maintain accurate donation tracking using Altru, the museum’s CRM system
- Oversee and expand the I Love Science Society – The Discovery’s monthly giving program.
- Other duties as assigned by the President/CEO and the museum executive leadership

Requirements:

- Bachelor’s degree required and a minimum of three years of related development or sales experience, or the equivalent combination of education and experience.
- Major gift fundraising experience, with a proven success record in major gifts cultivation and solicitation skills required.
- Proficiency in Microsoft Office applications required. Prior experience with Monday.com OS, Altru, Give Lively donor management software preferred.

Necessary skills:

- Enthusiasm and passion for The Discovery’s mission to inspire by being the place to experience science.
- Demonstrate ability to plan, budget and report on fundraising activities.
- Comfortable soliciting gifts from new and established donors.

- Ability to be committed self-starter.
- Collaborate with various departments to plan and launch fundraising campaigns.
- Excellent verbal and written communication skills.
- Flexibility to work irregular hours during cultivation events and high volume fundraising times.
- Valid driver's license.

Characteristics:

- Outstanding relationship building skills.
- Ability to work under pressure and meet deadlines.
- Ability to work closely and cooperatively with internal and external associates.
- 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. Occasional manual labor required for special events.

How to apply:

Please e-mail cover letter, resume, three references to jobs@nvdnm.org. No phone calls please.

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.