



Job Description

Date Opened:	April 22, 2024
Date Updated:	
Title:	Manager of Development
Reporting to:	Director of Development
Full/Part time	Full-time
Exempt/Non-Exempt	Exempt

Overview:

Reporting to the Director of Development, the Manager of Development will assist in the planning, implementing, overseeing, assessing and reporting of Discovery Park’s fundraising initiatives in support of the organization's mission to inspire children and adults to see beyond. This requires an expertise and proven success at securing revenue through a nonprofit’s fundraising efforts including foundation, corporate and government grants; special events; major giving; planned gifts and other donor stewardship programs. The Manager of Development will also contribute to strengthening the culture of giving and philanthropy at Discovery Park in partnership with the Director of Development, CEO, Board of Trustees, senior staff and the museum and park’s partners.

The Manager of Development will have a proven passion for development with an affinity for Discovery Park’s mission, exhibits and collections and programs. They will be goal-oriented and highly self-motivated with strong attention to detail and exceptional follow-through in partnership with the Director of Development and senior leadership team. This individual will also have the ability and cultural competence to build authentic relationships with people from diverse backgrounds.

Responsibilities:

- Assist in the development, coordination and implementation of a comprehensive annual fundraising plan that includes appeals, special events, gifts and grants, endowments and funding for capital and special projects.
- Become a super user of in-house software and accounting policies and procedures.
- Perform prospect research and analysis.
- Cultivate individual donors through direct mail, in-person conversations and phone follow ups.
- Create individualized strategies for identifying, engaging, cultivating, and stewarding institutional and individual stakeholders for giving.
- Cultivate and maintain strong partnerships with the Discovery Park board, major donors, members, foundations, public agencies, grantors and corporate funders to grow significant contributed revenue opportunities.
- Collaborate with the CEO, Senior Director of Collections and Exhibits and Director of Education to secure funding for exhibitions, events, education programs and acquisitions.
- Maintain knowledge of best practices in nonprofit governance, state and federal laws and regulations and significant trends in philanthropy, adapting fundraising strategies as necessary.
- Engage with all directors on implementation and necessary reporting of grant revenue expenditure.
- Contribute to fundraising events as necessary.

Discovery Park of America is an equal opportunity employer where all are free from harassment and empowered to succeed.

Qualifications:

- Proficiency in database management
- A minimum of seven years of experience in progressively responsible development leadership roles is needed with a clear understanding of all functional areas, which include but are not limited to individual giving, institutional giving, ongoing appeals, foundation and government grants, membership programs, planned and endowment gifts, stewardship and board relations.
- Excellent written and interpersonal skills
- A genuine enthusiasm for museums, history, art and STEAM education
- Educational credentials supporting leadership acumen, organizational growth and arts and culture experiences.
- A history of community engagement is highly desired.