



Job Title: Manager of Development & Membership

Position: Full-time/Salary \$40,000

Anticipated Start Date: ASAP

GENERAL SUMMARY: Under the general direction of the Executive Director, performs and coordinates activities with respect to management of the Annual Fund, Membership Program, Corporate Membership, and Sponsorship Program.

ESSENTIAL FUNCTIONS/KEY RESPONSIBILITIES: This list may not be all-inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted, or modified at any time.

PRIMARY RESPONSIBILITIES

- Develop and implement annual giving campaign using mail, email, blog, and social media in accordance with the Strategic Plan and annual goals.
- Create and manage stewardship efforts with donors and members.
- Manage, increase, and retain membership accounts.
- Develop and deliver strategic communications plan to engage individual donors, corporate donors, and members.
- Solicit contributions from donors for Science Center projects.
- Utilize fundraising software to measure success and recognize trends.
- Develop annual membership, corporate membership/sponsorship, and annual fund work plans, including budget/projected income/expenses.
- Work directly with members, individual donors, and corporate donors to facilitate conversation, tours, and growth opportunities.
- Work with Accounting Supervisor to track monthly revenue and expenses.
- Develop and manage special events to increase membership and individual donations.
- Manage affiliate partnership to increase perceived value of membership.

SECONDARY RESPONSIBILITIES

- Develop and deliver monthly reports for Annual Fund, Membership, and Corporate Membership.
- Assist with the development and delivery of any Science Center programs/events that have a direct connection to members and donors.
- Assist with grant writing.
- Attend quarterly Board Meetings.
- Serve as Staff Liaison to the Development Committee of the Board of Directors.
- Create tactics for up selling memberships and train the Guest Experience Team Members to deliver.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Non-profit development experience desired, but not required.
- Must be able to work in a fast-paced, ever-changing environment with attention to detail.
- Must be able to prioritize multiple, overlapping tasks while maintaining a pleasant attitude.
- Must be able to maintain knowledge of the organization and its functions.
- Should possess analytical and logistical skills.
- Must uphold positive attitude and spread enthusiasm in all areas of communication at all times.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

WORKING CONDITIONS:

Work is performed and inspected in a general office/museum/store environment. Subject to irregular and extended hours and work-related calls after hours. Local travel may be necessary.

TO APPLY:

Please send a cover letter and resume to Erik Larson at larson@impression5.org,

NOTICE:

A criminal background check is performed for all individuals who are employed or volunteer at Impression 5 Science Center. Unsatisfactory results of the background check will disqualify applicants from further consideration.