

Position Title: **Advancement Manager**
Date Posted: 5/15/2019
Department: Advancement
Reports to: Advancement Director
FLSA Classification: Exempt
Type of Position: Full-time
Hours: 40 hours/week, flexible and remote-opportunities



GENERAL DESCRIPTION

Seeking a dynamic professional fundraiser to join the team that is raising funds in support of the Children's Science Center's mission today and vision tomorrow as we build Northern Virginia's Science Center. This candidate will be an integral part of a team that is creating a regional resource that will be part of our cultural and educational landscape for generations. The Advancement Manager will help the organization raise major gifts from individuals, companies and foundations. This position reports directly to the Director of Advancement and works collaboratively with the Executive Director, Board External Affairs Committee, Administrative, Finance, Experience and Communications teams.

SPECIFIC JOB RESPONSIBILITIES

- Specific responsibilities include:
 - Oversee day-to-day operations and calendar of events and activities for the Advancement team
 - Collaboratively manage the duties of Advancement Associates and Grants Coordinator to meet annual budget goals in contributed revenue from individual, corporate and foundation sources
 - Plan and execute fundraising, stewardship and cultivation events
 - Coordinate the activities of a volunteer Ambassador Committee to raise community awareness and support
 - Oversee individual gift solicitations, acknowledgements, pledge reminders, online and mail appeals
 - Supervise corporate and foundation research, solicitation, acknowledgements and reporting for program funding
 - Assist the Director of Advancement with major gift cultivation, solicitation and stewardship
 - Manage Advancement department's internal/external communications including donor newsletters, profile articles, invitations and mailing list coordination
 - Collaboratively develop activities, strategies, solicitations and communications for the capital campaign to build Northern Virginia's Science Center
- Serves as an integral leader of the Advancement team and participates in:
 - Budget review and setting of Advancement annual plan and goals to align with Center's Strategic Plan;
 - Working with volunteers and consultants;
 - Managing and utilizing technology for efficient donor communications and tracking; and
 - Building strong relationships with current and future donors.
- Other duties as assigned.

QUALIFICATIONS AND CHARACTERISTICS

REQUIRED QUALIFICATIONS

- A minimum 3 years experience in a nonprofit Advancement office, knowledge of Blackbaud systems a plus.
- Experience in managing projects, programs or events.
- Experience in developing sustaining relationships, including providing excellent customer service.
- Knowledge of Advancement processes to acquire, cultivate and steward donors.
- Understanding of technology needs for Advancement office functions including database tracking/reporting, research, email marketing, social media and online giving communications.
- Bachelor's degree required.

IDEAL PROFESSIONAL CHARACTERISTICS

- Strong relationship skills and excellent written and verbal communication skills.
- Strong organizational skills with emphasis on attention to details.
- Demonstrated ability to forge mutually respectful, trusting, and effective relationships with a diverse group.
- Demonstrated success as a team leader who can contribute to a positive and effective work environment.
- Comfortable and up-to-date with current technology.

PERSONAL CHARACTERISTICS

- Be a passionate advocate for hands-on STEM learning, personally and professionally committed to the Children's Science Center mission, objectives and programs.
- Be a persuasive and articulate communicator who is able to connect with a broad spectrum of people in a meaningful way.
- Able to energize and engage potential supporters.
- Emotionally mature, with a sense of humor to maintain balance and perspective.

Successful completion of a criminal background check. Successful completion of a national background check and drug screening may also be required.

PHYSICAL DEMANDS OF JOB

These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of this job. Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions:

Frequently required to:

- Speak and hear;
- Stand upright and/or walk on feet for up to five (5) hours at a time;
- Sit for up to five (5) hours at a time;
- Use hands and digits to manipulate, handle, and feel.

Occasionally required to:

- Perform repetitive motions;
- Use eye, hand, and foot coordination.

Vision abilities required by this job include close vision (close vision at 20 inches or less), distance vision (clear vision at 20 feet or more), color vision (ability to identify and distinguish colors), peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point), depth perception (three-dimensional vision, ability to judge distances and spatial relationships), and ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

WORK ENVIRONMENT OF JOB

While performing the responsibilities of the job, these work environment characteristics are representative of the environment the Advancement Manager encounters. Reasonable accommodations may be made to enable people with disabilities to perform the essential functions of the job. While performing the responsibilities of the job, the employee is required to utilize computers and associated technology for long periods of time. The noise level in the work environment is typically low to moderate.

CONCLUSION

This job description is intended to convey information essential to understanding the scope of the Advancement Manager position and it is not intended to be an exhaustive list of skills, efforts, duties, responsibilities, or working conditions associated with the position. The Children's Science Center reserves the right to revise duties as needed.