

**Position Title:** Advancement Manager, Capital Campaign  
**Date Posted:** 8/26/2019  
**Department:** Advancement  
**Reports to:** Advancement Director  
**FLSA Classification:** Exempt  
**Type of Position:** Part-time or Full-time  
**Hours:** 32 – 40 hours/week, flexible and remote-opportunities



## GENERAL DESCRIPTION

Seeking a dynamic fundraising professional 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 the team creating a regional resource that will be part of our cultural and educational landscape for generations. The primary role of the Advancement Manager, Capital Campaign, is to manage the end-to-end process of raising and stewarding major gifts from individuals, companies and foundations as part of a \$75M capital campaign. This position reports directly to the Director of Advancement and works collaboratively with the members of the Advancement team; Executive Director, Board External Affairs Committee, Administrative, Finance, Experience and Communications teams.

## SPECIFIC JOB RESPONSIBILITIES

- Specific responsibilities include:
  - Oversees moves management of lead, major and special donor prospects for Advancement Director, Executive Director, and Board and Campaign leadership in Altru database;
  - Manages written campaign correspondence including solicitations, gift agreements, invoices, follow-ups and acknowledgement letters;
  - Manages all campaign event coordination and implementation with support of Advancement team;
  - Works collaboratively with Communications team to implement comprehensive communications plan for the campaign;
  - Oversees campaign case materials needs;
  - Works collaboratively with Advancement Director and Advancement Manager, Annual Fund, to manage the duties of Advancement Associates and Grants Coordinator to meet budget goals in contributed revenue from individual, corporate and foundation sources;
- 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;
  - Building strong relationships with current and future donors;
  - Managing and utilizing technology for efficient donor communications and tracking; and
  - Working with volunteers and consultants.
- Other duties as assigned.

## QUALIFICATIONS AND CHARACTERISTICS

### REQUIRED QUALIFICATIONS

- A minimum 4 years of experience in a nonprofit Advancement office, knowledge of Blackbaud systems a plus.
- A minimum of 2 years of experience in managing capital campaigns, major projects, programs or events.
- Expertise in use of technology for Advancement activities including database tracking/reporting, research, email marketing, social media and online giving communications.
- Skilled in developing and sustaining relationships with donors, board members and key volunteers.
- Strong knowledge of Advancement processes to acquire, cultivate and steward donors.
- Bachelor's degree required.

### IDEAL PROFESSIONAL CHARACTERISTICS

- Strong interpersonal communication and customer service skills.

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*The Children's Science Center's mission is to inspire a love of learning science, technology, engineering, and mathematics by providing unique opportunities to explore and create.*

- Superior attention to detail, project management and organizational skills.
- Excellent verbal and written communications skills.
- Demonstrated ability to forge mutually respectful, trusting, and effective relationships with a diverse group, including providing excellent customer service.
- Proven 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.