



Job title	<i>Individual Giving Development Manager</i>
Reports to	<i>Director of Organizational Development</i>
Team	<i>Development</i>
Grade	<i>3-E</i>

What we want

Discovery Lab seeks an energetic and organized professional to serve as Individual Giving Development Manager (IGDM). This full-time position reports to the Director of Organizational Development. The IGDM is an integral member of Discovery Lab's fundraising and marketing efforts with specific responsibility for individual donor cultivation, solicitation and stewardship, as well as development events. The IGDM will develop and implement a strategic plan inclusive of annual giving, major gifts, planned giving, and work as a team with the grants manager and their corporate giving counterpart. Strong communication and relationship-building skills and a pleasant, positive rapport are necessary to communicate with donors, board members, and all internal departments.

Duties and responsibilities

Primary functions:

- Develop and oversee individual giving program, in collaboration with the Director of Organizational Development, including individual giving, planned giving and fundraising events.
- Analyze demographic and statistical data to implement strategies for identification, cultivation, solicitation, and stewardship of individual donors.
- Research current and prospective donors to coordinate organization's effort to increase current fundraising levels.
- Support the organization's ongoing fundraising efforts through the creation of innovative and effective major and planned gift proposals.
- As a representative of Discovery Lab to the public, maintains a high degree of professionalism and appearance. Attends meetings as needed and makes calls to donors as necessary.
- Maintain accuracy of donor tracking systems and database for individual constituents, while maintaining confidentiality of donor information.
- Create, implement, and manage stewardship initiatives (mailings, phone calls, recognition activities).
- Coordinate giving campaigns utilizing innovative fund development techniques in coordination with marketing department.
- Oversee all special events related to individual gift cultivation, including: strategic planning for target audiences for special events, working with volunteers and stakeholders, as needed, setting goals for events, and managing other details to meet approved fund development goals.
- Project lead for the planning and execution of the museum's Gala event, the Electric Lime Gala. Provides staff support and direction for the event working closely with event chairs, the Director of Organizational Development, and the internal interdepartmental planning team.

Secondary functions:

- Assumes other tasks and responsibilities as assigned by the Director of Organizational Development or Executive Director.

Qualification requirements**Knowledge and skills:**

- Ability to work effectively and reliably independently or within a team of staff and volunteers.
- Highly motivated with the ability to exercise initiative and good judgment, ability to deal with rapidly changing priorities, possess excellent problem-solving, organization, administrative, and interpersonal skills.
- Ability to effectively manage and track multiple projects simultaneously, work well under pressure with a high degree of accuracy, and meet stringent deadlines.
- Computer literacy with demonstrated competence in word processing and spreadsheet applications.
- Excellent communication skills, both oral and written, and ability to maintain confidentiality.
- Thorough knowledge of business English and math, office/accounting/budgeting principles, procedures and standards.

Education and work experience:

- Bachelor's Degree and/or equivalent combination of education and experience.
- 3 years of experience in a fund development environment

Working conditions

This job is a regular, full-time, exempt position. The typical work schedule for this job is Monday-Sunday between 9 am – 5:30 pm. Occasional after hours and weekends may be required. Shared office environment.

Physical requirements

55% Sitting, 35% Standing, 10% Lifting/Carrying/Pushing/Pulling no more than 10-50 lbs.

Additional requirements

- Valid driver's license
- Pre-employment and/or pre-duty checks, such as criminal background check, alcohol and drug test, and reference checks

Direct reports

None

This position description is representative of the major position requirements and is not intended to be all inclusive.

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