



POSITION POSTING (September 2022)

POSITION: Development Director

POSITION DESCRIPTION: Science Central, a hands-on science center (physical, natural and applied sciences), is currently hiring a knowledgeable, self-motivated, self-directed, creative, outgoing, highly organized individual to direct the center's development department. This is a professional, senior-level position, reporting to the executive director. As a member of the leadership team, the job requires previous experience in fundraising, grants, donor relations, nonprofits, data management, staff management, project planning, and multi-tasking high-level concurrent and future activities. This is a "hands-on" position and the employee will spend much of their time doing as well as directing.

Duties will include:

- Lead grants research, writing and reporting
- Plan and manage fundraising events, such as the annual golf outing and gala
- Develop, contact and establish sponsorships with individuals and businesses
- Run annual fund appeals
- Manage and expand estate gifts
- Coordinate all development data collection, record-keeping and reporting
- Manage full-time grant writers and fundraising staff
- Participate in and lead various internal and community committees
- Create budgets for development expenses and revenue

REQUIRED SKILLS: Ability to research and contact funding sources; develop, schedule and run fundraising events; able to develop new fundraising opportunities, sponsorships and events; ability to keep detailed notes and records; professional in attitude and practice; outgoing and articulate; attend and run internal staff and committee meetings and external community meetings; meticulous and time- and detail-oriented; strong leadership abilities; grasp of language with exceptional communication, writing, spelling and proofing skills; comfortable in a fast-paced environment; able to handle high stress, multi-task and meet deadlines; must have flexibility and capability to adapt to changing priorities and schedules; must like people, be communicative and team-oriented, sense of humor; ability to partner with a wide variety of diverse colleagues and business/community associates; ability to work long hours.

QUALIFICATIONS: This is not an entry-level position. College degree preferred; previous experience in fundraising/development, preferably in the non-profit field; must be comfortable working in a science-related organization; skilled with Microsoft Office programs; comfortable with

and familiarity with databases; experience with administering donation database software; ability to drive and valid Driver's License; successful completion of Criminal Background Check.

SCHEDULE: Full time; schedule is flexible but will include days, weekends, early hours and evenings

SALARY: \$50,000-60,000/year; exempt position; with full benefits including medical, dental, vision, life, etc. and generous paid time off.

APPLY: Open posting, position filled as needed. Obtain application online (<https://www.sciencecentral.org/about-us/2013-01-09-18-11-02/job-opportunities.html>). Send 1) completed application, 2) cover letter, 3) resume, 4) professional references, and 5) portfolio examples of successful grants, sponsorships, fundraisers, special events, etc. to:
Executive Director
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