

## McWane Science Center – Fundraising Team

Come join our fundraising team at McWane Science Center! The full-time Individual Giving Officer will work with the Vice President of Development to create a comprehensive strategy aimed at increasing individual giving, while strengthening existing donor relationships. The ideal candidate will be a seasoned fundraiser who is comfortable working with individual donors, has a strong track record of revenue growth year over year, and is able to cultivate and close gifts of all sizes. This role is responsible for prospecting, cultivating, and stewarding relationships with potential and existing supporters. This role collaborates with the Director of Marketing and the Development team and is a strong partner to other teams and senior leadership working to identify prospects, cultivate relationships, secure support, and determine stewardship and recognition plans.

McWane Science Center is a non-profit organization featuring 4 floors of hands-on exhibits and programming, an IMAX Dome with Laser theater and outreach programs to schools throughout the state of Alabama.

### Accountabilities and Major Duties

1. Collaborates with the Vice President of Development to develop and implement a comprehensive year-round plan to achieve revenue goals including, but not limited to, annual giving, creative campaigns, capital gifts and planned giving opportunities.
2. Identifies, solicits, stewards, renews, and upgrades individual, family and family foundation donors at all levels including \$5,000, \$25,000 and above.
3. Supports the Board Development Committee in its annual Board Giving Campaign.
4. Identifies, recruits, orients and stewards new volunteer committee to re-establish annual special event.
5. Develops and prepares collateral materials and creates donor prospect packets and proposals.
6. Keeps updated records in Raiser's Edge donor database.
7. Conducts exploratory meetings and uses wealth management software systems to generate new relationships.
8. Plans and implements donor appreciation and cultivation events and activities.
9. Collaborates with Development department staff including coaching and mentoring Development team members in best practices for donor cultivation, planned giving and succession planning for current and new donors.
10. Partners with the Development team to create benchmarks and metrics to meet and exceed revenue goals as outlined in the yearly budget, tracking progress towards goals and making adjustments as needed to ensure successful achievement of revenue targets.
11. Other duties as assigned.

### Minimum Qualifications

- Bachelor's degree required; Master's degree or CFRE preferred.
- 5 years of proven fundraising experience.
- Experience with Raiser's Edge or other fundraising software required.
- Demonstrated experience creating innovative outreach campaigns and closing gifts.
- Excellent verbal and written communication skills and strong organizational skills.

- Self-motivated, needing minimal supervision with outstanding work and personal ethics.
- On-site position with some weekends or nights required.
- Must possess a valid Alabama driver's license subject to an acceptable annual Motor Vehicle Reports.
- Proof of minimum liability insurance as required by State law.

#### Minimum Physical Qualifications

- Perform work utilizing a computer for extended periods of time.
- Ability to sit/stand for extended periods of time without being able to leave the work area.
- Hearing/visual acuity.
- Ability to operate a motor vehicle.

Benefits include health, dental, vision and life insurance; 403(b) retirement savings plan including company match; paid time off; free membership and movie screenings; discounts in our gift shop, camp program, IMAX theater and food service; and on-site parking.

We look forward to hearing from you!

**To apply: Please forward letter of interest, resume & salary requirements to McWane Science Center Human Resources at [HR@mcwane.org](mailto:HR@mcwane.org). EOE**