

## Director of Development Science Club for Girls Cambridge, MA (Hybrid remote)



### WHO WE ARE

Founded in 1994, Science Club for Girls fosters excitement, confidence, and literacy in STEM (science, technology, engineering and mathematics) for girls, young women, and gender expansive youth from underrepresented communities with free, experiential community-based programs. With women making up less than 29 percent of the STEM workforce—and Black and Latina women at less than 4 percent—SCFG addresses a critical need, offering a continuum of engaging activities in STEM for K-12 girls and gender-expansive youth, including junior mentoring and leadership experiences for high school-aged participants, and adult mentoring and role modeling by committed women with STEM careers. Over the last 13 years, over 90% of our high school juniors and seniors have gone on to college, with over 55% of our graduates majoring in STEM.

### WHAT YOU'LL DO

SCFG has been on a consistent upwards trajectory – more than doubling the number of girls served over the past 4 years -- and is now seeking a Director of Development to help usher in a new era of growth and expansion. Reporting to the Executive Director, and working collaboratively with staff, board members, and volunteers, the Director of Development will lead strategies to build upon a track record of fundraising success, elevate SCFG's brand visibility, and ultimately contribute to SCFG's capacity to serve even more girls in the Greater Boston area. Specifically, the Director of Development will:

- In close partnership with the Executive Director, set and lead strategies to meet or exceed the organization's annual fundraising goals by deepening and broadening SCFG's donor base, as well as increasing the awareness of SCFG within the philanthropic community, STEM companies, and other targeted audiences.
- Take ownership of the whole fundraising and development process. Build and manage a personal portfolio of foundation, corporate, and individual funders, leveraging the Executive Director and board members in donor cultivation and stewardship. Develop donor-specific strategies, meeting preparation and follow-up.
- Develop and implement a plan for individual major giving, inclusive of researching, cultivating, soliciting, and stewarding donors with the capacity to make 5- and 6-figure gifts.
- Optimize and streamline fundraising and communications operations, inclusive of maximizing usage of Salesforce data and technologies in prospect, donor, and brand management. Work with an external IT consultant to build out systems as needed.
- With support from an events planner, oversee the production of SCFG's annual signature event, the Catalyst Awards. Coordinate SCFG's participation in external events. Engage a volunteer Development Committee in securing sponsorships and attendees for events.
- Guide and support board members in identifying donor prospects, cultivating and soliciting new donors, and stewarding existing relationships. Attend and contribute to all Development Committee meetings and present development progress reports at Board of Directors meetings.
- Be the outwardly facing development leader for the organization. Attend and present at philanthropic, donor and community events.
- Supervise a Grants & Communications Manager, supporting her professional growth and overseeing the full range of activities required to prepare, submit, and manage grant proposals.
- Work alongside Grants & Communications Manager, interns, and external consultants to create and execute communications materials, inclusive of pitch decks, written and online appeals, newsletters, videos, and social media.
- In partnership with the Executive Director, Deputy Director and Senior Program Director, identify and pursue ways to deepen the engagement of corporate partners, connecting the dots between programmatic (e.g., corporate volunteering) and philanthropic activities (e.g., sponsorships, grants.)

- Ensure that all fundraising and communications strategies are developed through a lens that centers and uplifts the voices, backgrounds, and experiences of the girls and gender-expansive youth, families, and communities we serve. Authentically represent SCFG to donors and ensure donors are aligned with SCFG's values and commitments to anti-racism.
- In the long term, expand SCFG's fundraising vehicles to include other types of assets and planned giving arrangements such as equities and trust funds.

## WHO YOU ARE

- **You are inspired by SCFG's mission, vision, and values.** You are excited to join a team that is committed to removing barriers and addressing the gender gap in STEM. You thrive in a work environment that values community, scientific thinking, lifelong learning, leadership, joyfulness, and a commitment to gender and racial equity.
- **You are a versatile and well-rounded development leader.** You bring at least 7 years of work experience in fundraising, with a track record of qualifying, cultivating, soliciting, and stewarding foundation, corporate, and individual supporters. You enjoy both the behind-the-scenes and donor-facing aspects of fundraising.
- **You are a compelling writer, storyteller, and communicator.** You are skilled in communicating ideas in ways that inspire others to action. You leverage data and stories to create messaging, content, and materials that articulate the “why” behind an organization’s mission and impact. Experience in sales, business development, marketing and communications is a plus. Excellent presentation skills are required.
- **You are a thoughtful relationship builder who develops rapport easily and fosters long-term connections.** You have a warm, energetic, and authentic personality that translates to building lasting relationships both internally and externally. You are a deep and attentive listener and can work with a variety of personalities.
- **You are a well-organized and tech-savvy doer.** You are experienced in leading and/or supporting multiple projects, with the ability to guide others in implementation. You bring strength in building fundraising systems and processes, and facility with commonly used development and communications tools (e.g. Salesforce, Canva, Classy, online giving and social media platforms.)
- **You are a collaborative, positive, and willing team player.** You thrive in a lean nonprofit setting with the ability to stay focused and nimble in the face of growth and change. You possess a “get it done” attitude, pitch in where needed, and maintain a high degree of flexibility and creativity in a dynamic environment.
- **You are committed to anti-racism and fostering a culture of diversity, equity, inclusion, and belonging.** You bring openness and self-awareness to engaging around race-related issues and supporting others in their anti-racism journeys. You infuse anti-racist practices in your interactions with donors and partners.

## LOCATION, SCHEDULE, AND COMPENSATION

SCFG is located in Cambridgeport, convenient to the Central Square MBTA station. Currently, SCFG staff are working 2 days/week in the office and 3 days/week remotely. Some evening and weekend work is required. Salary for this position is \$100,000 - \$120,000. Benefits include health and dental insurance, 3-weeks paid time off plus one week off at the end of the calendar year, 12 paid holidays, and 5 personal/sick days annually.

## TO APPLY

Please [apply here](#) with your 1) a cover letter that conveys why SCFG's work excites you, 2) your resume, and 3) a donor-facing writing sample ex. LOI, annual appeal, annual report, or similar. Please address your cover letter to Bonnie Bertolaet, Executive Director. We review applications on a rolling basis and strive to get back to applicants within two weeks.

*Science Club for Girls has retained DH Search to support the hiring of a Director of Development. DH Search is a national search firm that works exclusively with nonprofits and mission-driven organizations to recruit and hire extraordinary people. Learn more at [www.dhsearch.net](http://www.dhsearch.net)*