

Director of Development

Science Club for Girls (SCFG), a Cambridge-based non-profit established in 1994, seeks an experienced Director of Development to plan and implement the next phase of a comprehensive engagement and fundraising strategy during our current period of organizational growth.

Science Club for Girls

SCFG fosters excitement, confidence and literacy in STEM for girls in grades K-12, focusing on girls from groups underrepresented in the sciences. Currently, 12 clubs are operating in Cambridge; plans are underway for an additional 8 clubs in Boston and Somerville to open in fall 2019. Girls work with mentor-scientists who model and foster leadership and introduce the range of STEM fields and careers.

With an updated strategic plan and a new Executive Director, SCFG is poised to solicit new levels of engagement and investment from the philanthropic community.

Job Summary

Reporting to and working closely with the Executive Director and the Board of Directors, the Director of Development will develop and oversee a communications plan and comprehensive multi-year strategy to advance SCFG's development goals. S/he must have a track record of accomplishment in fundraising, be creative and entrepreneurial, and display outstanding leadership and communication skills. Together with the Board of Directors, s/he is responsible for raising \$700k-\$1m annually through a diversified portfolio of individual, corporate, and foundation funders. S/he will supervise a part-time grant writer.

ESSENTIAL RESPONSIBILITIES

- Develop a multi-year fundraising strategy addressing annual giving, major gifts, foundation and corporate grants, and events to increase philanthropic support; set goals, track progress and provide periodic reports
- Develop and implement a communications strategy for organizational advancement
- Build and implement a major gifts program, including research, moves management and stewardship strategies; manage a portfolio of major donors
- Identify, cultivate, solicit and steward corporate, foundation, and individual donors and new prospects
- Supervise contract grant writers in development, drafting, and submission of grant proposals, reports and budgets; draft proposals as needed
- Guide and support SCFG's Board of Directors and its Development Committee, staff and volunteers in donor identification, cultivation, and solicitation
- Develop annual fundraising goals with the Executive Director

- Maintain donor information in database including contact information, dates of and notes from meetings, reporting due dates and submission dates, correspondence with donor staff, etc.
- Other responsibilities as assigned by the Executive Director

QUALIFICATIONS

Education:

- Bachelor's degree

Experience:

- Minimum 5-7 years progressively responsible experience in development
- Experience in the planning and successful implementation of a multi-faceted development program as well as working knowledge of all aspects of development, including major giving, annual giving, on-line giving, event management, and institutional giving (including corporate and foundation grants)
- Strong track record in major gifts and closing at the 5-figure level and above
- Experience with corporate sponsorships preferred

Skills/Competencies:

- Excellent verbal, written and oral, communication skills
- Exceptional relationship building and interpersonal skills and ability to establish and maintain collaborative relationships with colleagues, donors and prospects
- Working knowledge of and comfort with fundraising database management; Salesforce knowledge preferred
- Highly organized, detailed oriented, and able to prioritize competing assignments and deliver quality results on deadline
- Ability to work independently and as part of team
- Demonstrated ability to work effectively with volunteers, including board members, providing them with support and guidance

The position will require availability for occasional evening and weekend work.

HOW TO APPLY

An applicant should send a resume and cover letter to: employment@scienceclubforgirls.org with DevDir and her or his last name in the subject line.

We welcome and encourage persons of all backgrounds, gender identities, race, and ethnicities to apply.