**Discovery Place**

***Job Description***

**Title: Director of Corporate Philanthropy**

**Report To: Senior Director of Development**

**Date Prepared: January 28, 2018**

**FSLA Status: Exempt**

**Department: Advancement**

**SUMMARY**: The Director of Corporate Philanthropy is a key member of the Advancement team at Discovery Place. As a senior front-line fundraiser, he/she is responsible for inspiring philanthropic support from the corporate community for exhibitions and programs at all four Discovery Place Museums, as well as securing support for our teacher professional development programs and community-based STEM education initiatives. Working with the Advancement team as well as other departments of Discovery Place, he/she is responsible for setting strategies, developing and actively managing a portfolio of prospects providing over $2M in annual support, and achieving annual and long-range corporate fundraising goals for the institution.

**Essential Duties and Responsibilities**

* Lead the growth of corporate philanthropy for Discovery Place by securing increased support for core annual operations as well as special initiatives (such as Year of the Engineer, Girls in STEM, Charlotte Mini-Maker Faire, and our accessibility programs including Welcome)
* Identify, research, evaluate, cultivate and solicit corporations and corporate foundations
* Craft and draft proposals and gift agreements for donors
* Grow Corporate Circle (membership) program by both acquiring new donors and increasing support from existing donors
* Proactively develop relationships with new funding sources leading to solicitation
* Engage institutional contacts on a regular basis with invitations to DP programs
* Manage Board and volunteer involvement in corporate solicitations
* Perform research on corporate prospects and corporate giving; write donor profiles and briefings for solicitations involving Trustees, the CEO, and CAO
* Assist and support capital campaign solicitations of corporate prospects, as appropriate
* Ensure proper recognition and stewardship of corporate donors
* Write and produce corporate donor communications including membership acquisition materials, sponsorship proposals, donor reports, invitations to events, institutional update letters, and correspondence on behalf of Trustees, the CEO, and CAO
* Provide fresh content for DP website including corporate giving opportunities and updated supporter lists; ensure all online content is compelling, accurate, and timely
* Write corporate donor spotlight stories for website, donor newsletters, and annual report
* Serve as a point of contact for corporate donors hosting events as it relates to their philanthropy (employee days, for example)
* Participate in staff meetings and other vital administrative, promotional, and organization-related meetings and activities
* Demonstrate core values of Discovery Place in daily work (Personal Excellence, Inclusion, Teamwork, Uncommon Courtesy)
* Represent Discovery Place at institutional and community events
* Promote and assist with donor events at Discovery Place
* Maintain current and accurate contact and donor records in Altru
* Other duties as assigned

**MINIMUM QUALIFICATIONS REQUIRED:**

* Bachelor’s degree.
* 7 years of experience in fundraising
* Enthusiasm for and ability to communicate DP’s mission and programs with sincerity, persuasion, and passion
* Strong relationship-building skills facilitating the ability to team with marketing, learning experiences, and exhibitions to deliver an unparalleled institutional donor experience at Discovery Place
* Excellent written, oral, and interpersonal communication skills
* Entrepreneurial spirit that enjoys working in a fast-paced, dynamic team environment
* Ability to work both as a team member and autonomously
* Comfort and ease in speaking with high-level donors, as well as public speaking
* Experience working with volunteers
* Ability to handle confidential information with discretion
* Some nights and weekends will be required

**PREFERRED SKILLS**

* Knowledge of history and trends within the non-profit sector and the local and national philanthropic communities
* Knowledge and application of proper business etiquette
* Experience with a Blackbaud software program (Raiser’s Edge or Altru) desirable
* Ability to manage and prioritize numerous projects on an ongoing basis
* Interest and ability to work with a wide variety of people

**PHYSICAL REQUIRMENTS:**

* Must be able to lift boxes up to 15 lbs.
* Must be able to drive to off-site meetings and DP site locations

*The foregoing description is not intended and should not be construed to be an exhaustive list of all responsibilities of this job.  Other duties may be assigned. This job description may be changed to include new responsibilities and tasks or change existing ones as management deems necessary.*

**To apply, please visit DiscoveryPlace.org/Careers**

**All applications must be submitted through the website portal.**