Discovery Place

*Job Description*

**Title: Director, Individual Giving**

**Report To: Senior Director of Development**

**Date Prepared: February 10, 2019**

**FSLA Status: Exempt**

**Department: Advancement**

Discovery Place inspires curious thinkers to discover the wonders of science, technology, and nature. Operating 4 Museums (Discovery Place Science, Discovery Place Nature, and two Discovery Place Kids) in the greater Charlotte metropolitan area with an operating budget of $14M+, we are the second largest arts and culture non-profit in the region. Our advancement team is expanding, and we are seeking a seasoned fundraiser to lead our individual giving department (including membership), currently a team of 5 FT/1 PT.

**POSITION SUMMARY**

The Director of Individual Giving will grow relationships with individual donors - from cultivation to stewardship - while leveraging our mission and brand to sustain and increase funding from this constituency. Duties will include performing direct one-on-one individual solicitations for annual operations of $1,500 - $25,000, implementing strategies for raising annual funds in alignment with DP’s strategic plan, including developing persuasive appeals and acquisition materials, conceiving of impactful donor engagement events, managing a stewardship program and gift acknowledgement process, and generating research, data reports, and strategy briefings. This person will work within the advancement team and interdepartmentally across DP to achieve our annual and long-range individual giving goals.

**ESSENTIAL DUTIES AND RESPONSIBLITIES**

* Lead individual giving program for the organization at-large as well as each Museum – Discovery Place Science, Discovery Place Nature, Discovery Place Kids-Huntersville, Discovery Place Kids-Rockingham; in consultation with the Senior Director of Development, set, monitor, and meet annual dollar and number goals for individual giving
* Manage the annual fund leadership donor portfolio (the Prism Society $1,500 - $25,000) serving as the chief liaison to these donors; develop strategies and execute on tactics to increase support; identify potential members to cultivate and solicit
* Conceive of and execute high-end donor events that will increase engagement, motivate increased giving and ensure fulfillment of donor benefits (Manager of Donor Engagement will assist in execution of these events.)
* Institute methodologies for building the donor pipeline within the individual giving donor team; train staff to identify and cultivate current members who are potential leadership donors
* Engage volunteers in the cultivation and stewardship of prospects and donors
* Manage donor stewardship including the accurate and proper recognition of donors on signage, the website, and in publications
* Supervise the Manager, Individual Giving (who in turn manages annual fund donors $1,499 and below as well as the Membership program representing 11,000-member households). Set and meet annual membership revenue goals including acquisition, retention goals, and the conversion of members to donors; ensure best practices, policies, and procedures are implemented at the highest standards by this team
* Develop the strategy and oversee the implementation of annual fundraising drives (targeted at gifts $1,000 and under)
* Ensure accurate donor records are maintained to generate in-depth analysis and monthly/weekly reports
* Draft donor strategy briefings with research and accurate data reports for Sr Director of Development, CAO, CEO, and Board.
* Write individual donor spotlight stories for website, newsletters, and annual report
* Represent Discovery Place at institutional and community events
* Participate in staff meetings and other vital administrative, promotional, and organization-related meetings and activities
* Other duties as assigned by the Senior Director of Development and Chief Advancement Officer

**QUALIFICATIONS REQUIRED**

* Energetic development professional with great relationship-building skills who can team with colleagues to deliver a unique and attractive individual giving program
* Experience working with high net-worth individuals and volunteers
* Commitment to and enthusiasm for Discovery Place’s mission
* Ability to handle multiple projects in a fast-paced environment with great attention to detail
* Ability to work as a team member in a results-oriented environment
* 7 years-experience as an Annual Fund and/or individual giving fundraiser
* Bachelor’s degree
* Exceptional written and verbal communication skills
* Ability to analyze data and utilize the information to inform decision-making
* Knowledge of history and trends within the cultural non-profit sector as well as philanthropy at-large and the ability to effectively share this knowledge with teammates
* Proficiency in Altru or similar fundraising database
* Some nights and weekends will be required

**PREFERRED QUALIFICATIONS**

* Preference will be given to candidates with experience working in development at a medium to large cultural institution with a member or subscriber base

**PHYSICAL REQUIREMENTS:**

* Must be able to lift boxes up to 20 lbs.
* Must be able to drive to off-site meetings and DPI 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.***

For more information and to apply, visit <https://discoveryplace.org/careers>