



Title: Annual Fund Manager
Report To: Director of Individual Giving
Date Prepared: Monday, 4/15/24
FSLA Status: Exempt
Department: Advancement

MISSION

Discovery Place (DP) brings science, nature, and design together to create transformative experiences that enable our community to understand, enjoy, and apply science to their lives. Operating four museums in the greater Charlotte, NC, metropolitan area, the institution serves more than 750,000 people a year through Museum visits, interactive in-school educational programming, and community outreach initiatives. Founded in 1946, Discovery Place is shaping a future where people embrace science to create opportunities, build hope, solve problems, and bring positive change to our world. Come science with us!

POSITION SUMMARY

As a key member of the advancement team, the Annual Fund Manager will join the department in securing contributed income for the organization at large as well as each Museum – Discovery Place Science, Discovery Place Nature, Discovery Place Kids Huntersville, Discovery Place Kids Rockingham. As the second member of the individual giving team, they will be responsible for the portfolio of annual fund donors (< \$1,500). This includes growing the portfolio and annual giving income through direct mail and digital campaigns, researching and cultivating new and increased prospective donors, and effectively engaging and stewarding these donor relationships. This creative and strategic thought partner will work with the Director of Individual Giving and the advancement team to develop and implement new campaigns and giving strategies while also getting experience supporting a grassroots public phase of a capital campaign. Daily duties will include conducting prospect research, crafting solicitation materials, and improving the stewardship of donors through engagement activities, record maintenance, direct correspondence, timely acknowledgments, and reports.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Draft effective donor solicitation materials for digital and direct mail appeals
- Manage stewardship of individual donors, including acknowledgment letters, tax receipts, and the accurate and proper recognition of donors on signage, the website, and in publications
- Identify, research, and analyze prospective individual donors
- Generate prospect briefings for the Director of Individual Giving, Sr Director of Development, and Chief Advancement Officer.
- Monitor and track donor cultivation activities (moves management)
- Keep detailed and up-to-date donor records for reporting.



- Discover data trends in collaboration with the advancement team to develop data-driven strategies to increase donor engagement and retention.
- 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 Director of Individual Giving, Senior Director of Development, and Chief Advancement Officer

QUALIFICATIONS REQUIRED

- 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
- Strong written and verbal communication and interpersonal skills
- Ability to analyze data and utilize the information to inform decision-making
- Exceptional organizational skills and project management abilities
- Some nights and weekends will be required

PREFERRED QUALIFICATIONS

- Proficiency in donor research tools and fundraising software or CRM (Salesforce, Classy, Donor Search)
- 2-3 years of experience in fundraising or donor relations
- Bachelor's degree

PHYSICAL REQUIREMENTS:

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

SALARY & BENEFITS

Salary Range is \$48,000 - \$53,000. Compensation is commensurate with experience and competitive.

All regular, full-time employees, eligible part-time employees, and their eligible dependents or domestic partner qualify for group medical insurance. Other benefits include employer-paid life insurance, retirement plan, long/short term disability, and personal/FMLA leave. Discovery Place is pleased to offer hybrid work arrangements to eligible full and part time employees.

HOW TO APPLY

To apply, please include a resume and cover letter with your online application at <https://discoveryplacemuseums.org/careers>



Discovery Place Guiding Values:

SCIENCE LEADS US

We are "learn-it-all's." If we don't know the answer to something, we ask questions, conduct research, create hypotheses and experiment. We know science is powerful and it can be used to create opportunities, build hope, solve problems and bring positive change in our world.

INTEGRITY GUIDES US

We bring our best selves to work each day and treat each other with respect, communicate honestly and openly, and hold each other accountable for living our values. As employees of Discovery Place, we're committed to living our values, however, we know none of us are perfect. When we see a teammate drift away from our values, we provide grace and a gentle reminder and keep moving forward - together.

EQUITY DRIVES US

Diversity, equity, accessibility, and inclusion are part of our DNA. All teammates and departments are treated equitably and held to the same standards. We find more value working together to leverage diverse knowledge and experience; we know the group is always smarter than the individual.

INNOVATION ENERGIZES US

We always have our eye on the future and seek to make a bigger impact on our community. We're consistently innovating. Have a light bulb moment? Share it! No matter your role, everyone is encouraged to innovate. We learn from our failures and celebrate our successes. After all, that is what science is all about.

<https://discoveryplace.org/>
<https://nature.discoveryplace.org/>
<https://kids.discoveryplace.org/huntersville>
<https://kids.discoveryplace.org/rockingham>

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://discoveryplacemuseums.org/careers>