



POSITION: Corporate Giving & Events Manager

SUMMARY/OBJECTIVE: Science Central, a hands-on science center (physical, natural and applied sciences), located within a large historical building. The Corporate Giving & Events Manager builds and maintains partnerships with corporations for Science Centrals sponsorship program in addition to developing and implementing all aspects of our fundraising events.

FUNCTIONS AND RESPONSIBILITIES:

- Cultivate, solicit, and steward corporate contacts using a donor focused approach.
- Create donor relations plan for each funder.
- Schedule strategically planned phone calls and face-to-face visits for proposal presentations and stewardship meetings.
- Develop and manage a list of funding priorities for each event, program, or project.
- Record all visits, contacts, and proposal information in donor database in a timely manner.
- Work with staff to determine organization needs and identify funding opportunities to meet the need.
- Research and identify potential funders outside of current supporters.
- Meet prospects and explain to them the need for support and the value of benefits.
- Compile and write sponsorship proposals exhibiting strong expository writing skills.
- Ensure the delivery of agreed sponsor benefits successfully.
- Coordinates and manages all aspects (planning, design, and production) of fundraising events within established timelines.
- Coordinates with committee members, colleagues, and vendors during planning stage.
- Proactively handle any arising issues and troubleshoot any emerging problems on event days.
- Manage event set up, tear down and follow-ups.
- Composes, edits, and prepares event-related meeting agenda, notes, timelines, and reports.
- Identify in-kind donors and solicit for products and services related to the events.
- Maintain familiarity with issues and trends in the fundraising field.
- Maintain confidential financial and personnel information with discretion and high ethical standards.
- Perform other duties as assigned.

REQUIRED SKILLS:

- Excellent written and verbal communication skills.
- Excellent organizational skills and the ability to meet all deadlines.
- Self-motivated and detail oriented.
- Excellent analytical and research skills are essential.
- Ability to tell a compelling story.
- Ability to build relationships with Science Central supporters.
- Experience with coordination and preparation of project budgets.
- Understanding of donor and corporate relationship management.

QUALIFICATIONS:

- College degree required.
- 2+ years previous experience in development, preferably in event management and donor relations.
- Must be comfortable working in a science-related organization.
- Advanced skills with Microsoft Office programs including Word and Excel.
- Comfortable with and familiarity with donor databases.
- Ability to drive and valid Driver's License.
- Successful completion of Criminal Background Check.

SCHEDULE:

Full-time, schedule will include weekdays, and some weekends and evenings

SALARY:

\$23,660/year; full benefits including PTO, vision, dental, health, and a retirement plan.

APPLY:

Open posting, position filled as needed. Obtain application online (<http://www.sciencecentral.org/Supportpdfs/applicationforemployment.pdf>). Send 1) completed application, 2) cover letter, 3) resume, 4) professional references (minimum of 3), and 5) examples of successful events and/or fundraising experience (minimum of 3, cross out any donor names) to:
Vonnie Harden
HR Coordinator
Science Central
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Fort Wayne, IN 46805
vharden@sciencecentral.org

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