

Science from Scientists (SfS) has an exciting job opening for a Development Manager in the San Mateo CA office. The mission of Science from Scientists (SfS) is to teach and inspire the next generation to identify and solve real-world problems by improving STEM literacy. The role of the Development Team is to maximize financial gift support to the organization by seeking public and private contributions in order to carry out the mission and expand the scope, scale, and improve the level of excellence in STEM program delivery. The Development Team establishes and implements a wide range of fundraising initiatives for various sources of support and is committed to offering exceptional customer service, knowledge, and counsel to current and prospective donors.

The Development Manager is a dynamic position with a primary focus in philanthropy, but with many opportunities for professional development in areas tangential to fundraising (e.g. business development, customer service, program management, program evaluation, governance relations, etc.) To learn more about this position and apply please visit our website, <http://www.sciencefromscientists.org/work>.

Responsibilities:

In-house Grant Support

- Write Letters of Inquiry (LOIs), grants, and proposals using grant template language
- Track the status of requests and follow-up as needed
- Manage and maintain the grant tracking spreadsheet
- Complete interim and final grant reports
- Create and maintain donor accounts in Salesforce
- Use Salesforce to keep bookkeepers up to date on donation timelines and restrictions
- Update and maintain partner school list with funding options

External Networking

- Assist with scheduling of donor meetings and program observations.
- Attend donor meetings with a member of the Development Team (until successful completion of pitch training, then attend as solo representative)
- Set regular check-ins with donors to move gifts to a higher level
- Maintain pitch packet (virtual and print)
- Maintain pitch deck and digital media
- Assist with event planning & management – quarterly fundraising events and an annual Donor Appreciation Day event
- Represent SfS at relevant philanthropic, education, conferences or STEM networking events
- Connect potential partners and resources to the Operations and Programs team
- Identify potential awards and marketing opportunities for SfS

Strategic

- Help leadership to identify short- and long-term development issues and challenges and suggest ideas or strategies to leadership.
- Keep informed of developments, issues, trends, and policies in the non-profit and education sectors that impact fund development.
- Ensure that fund development is carried out in keeping with the organization's values, mission, vision, and plans.
- Attend trainings for Salesforce and similar support systems to better utilize software capabilities.

Requirements:

- 4-year undergraduate degree in a STEM field, business, non-profit management, public administration, language, or communications
- Minimum 1-2 years experience working or volunteering in the non-profit or education sector
- Minimum 2 years experience working or volunteering in fundraising efforts (can be non-profit or community based)
- English language fluency with demonstrated excellence in verbal and written communication
- Proficiency in MS Office products, especially MS Word, MS Excel, and MS PowerPoint
- Proficiency in Google Apps, especially Gmail, Google Calendar, and Google Drive
- Exceptional organizational ability and time-management skills; ability to work independently and collaborate on a team
- Current driver's license and access to a car required.

Preferred Qualifications:

- Experience with donor management systems, particularly Salesforce

Compensation:

This position is a salaried, non-exempt (40 hours per week) employee position offered at \$65,000 per year with paid holidays, paid vacation and sick time, the option to enroll in a pre-tax medical and dental plan, and an optional 401k (no matching).

For immediate consideration, please send a cover letter, resume and 1-2 page writing sample (sample grant proposal, or related to development/marketing) to jobs@sciencefromscientists.org Please include "CA Development Manager" in the subject line. Accepting applications until position is filled, with an immediate start date upon hire.