



University City Science Center Job Posting: Development Manager

At the Science Center, we're surrounded by Greater Philadelphia's entrepreneurs and innovators who are inventing the future. Their ambition, optimism, collaboration and discovery energizes our workplace and makes the Science Center an engaging place to work. The Science Center is seeking a highly motivated and mission-driven Development Manager to join our dynamic fundraising team.

The Development Manager will report to the Director of Development and help sustain and grow the Development function within the organization. The Development Manager is a key member of the development team responsible for implementing UCSC's development plan, including fundraising, prospect management, information management, special events, and donor stewardship for the organization and its programs. This position will be responsible for managing a portfolio of donors and maintaining the donor database function of Salesforce, the Science Center's CRM system. This position will have input into the Science Center's corporate membership and sponsorship strategy. Extensive experience with direct solicitation of corporate funders and event management is essential.

This position has external contact with donors, prospective donors, institutional funders, volunteers, and organizational partners. This position has access to sensitive UCSC information and is expected to handle such information with integrity and professionalism. This position has regular contact with the community and is expected to represent UCSC in a professional manner.

The Development Manager will report directly to the Director of Development and participate in department/organizational activities as necessary.

Key responsibilities of the job include:

- In coordination with the Director of Development, identify, cultivate, solicit and steward donors as needed, e.g., generate and provide reports, schedule meetings, plan events, give campus tours, and provide written updates, to ensure that donors are taking full advantage of the benefits of their gifts and are kept up to date on the news of the Science Center.
- Strategically grow, in coordination with the Director of Development and other key staff, the Science Center's corporate membership plan through sponsorship solicitation.

- Lead the planning for the organization's two annual development events (one stewardship, one fundraising), in addition to special events as needed. Help identify and secure event sponsorships, speakers, and vendors as appropriate.
- Draft key communications from the Development department, including: proposals and acknowledgement letters, stewardship reports, briefing documents and prospect profiles, event remarks, and fundraising appeals through email campaigns, social media, and other channels.
- Research prospects and propose elements of fundraising requests such as amount requested and purpose for funds.
- Collaborate with internal program staff to identify priorities and funding needs.
- Assist in and support the management of institutional data, upkeep of the CRM system (Salesforce), and the ongoing maintenance and management of donor records.
- Work with Director of Development and other senior management, as necessary to craft and execute a plan for alumni relations, including engaging existing program participants and reconnecting with those of our graduate companies.
- Work with the Director of Development to coordinate annual Board solicitation.
- Train and supervise interns and volunteers assigned to the Development department for special events.
- Work with the Director of Development and other Science Center staff to identify funding sources and support for special campaigns, such as endowment or capital.

The successful candidate will have 5+ years of demonstrated experience in development and fundraising along with a broad knowledge of prospect management and other development best practices. Experience working in multiple phases of fundraising (annual giving, major gifts, corporate sponsorships, special events, grant writing, research) is preferred. Familiarity with science and technology is a plus. A BA/BS degree from an accredited college or university in a related field of study is required.

The Science Center offers a comprehensive employee benefit package which includes Medical, Dental, Short and Long-Term Disability, Flexible Spending, Life Insurance and 403(b) with a significant company match.

We are an Equal Opportunity Employer

Interested candidates should forward a resume, cover letter and two to three writing samples along with salary requirements to: Human Resources, University City Science Center 3675 Market Street, Suite 400 Philadelphia, PA 19104 or email resumes@sciencecenter.org.

About the Science Center

Located in the heart of uCity Square, the Science Center is a mission-driven nonprofit organization that catalyzes and connects innovation to entrepreneurship and technology commercialization. For 50+ years, the Science Center has supported startups, research, and economic development in the life sciences, healthcare, physical sciences, and emerging technology sectors. As a result, graduate firms and current residents of the Science Center's incubator support one out of every 100 jobs in the Greater Philadelphia region and drive \$13 billion in economic activity in the region annually. By providing resources and programming for any stage of a business's lifecycle, the Science Center helps scientists, entrepreneurs and innovators take their concepts from idea to IPO – and beyond.

For more information about the Science Center, go to www.sciencecenter.org