

Da Vinci Science Center
Job Posting
Philanthropy Associate

Location: Allentown, PA
Salary: \$54,000 Annually

Are you passionate about connecting people to inspiring causes? Join the Da Vinci Science Center's dynamic Philanthropy team as a **Philanthropy Associate**, where you'll help build meaningful relationships and advance our mission to **bring science to life and lives to science**. This role offers an exciting opportunity to support fundraising, donor stewardship, and event coordination, with a focus on **sponsorships, annual giving, and innovative giving programs**.

As a key connector between the Science Center and our community, the Philanthropy Associate will strengthen relationships with individual donors and corporate sponsors while helping to welcome new supporters into our growing network. You'll collaborate with a creative, mission-driven team to shape a **fun, energetic, and results-focused fundraising environment**—and you'll play a hands-on role in seasonal fundraising initiatives like our signature **WISE Forum** and **STEAM Awards Celebration**.

We're seeking a team player who is motivated, organized, and committed to making a difference—someone who brings creativity, enthusiasm, and a spirit of inclusion to everything they do.

SPECIFIC JOB RESPONSIBILITIES

Fundraising Activity

- Maintain a pipeline of 75 potential and existing prospect/donors that have the ability to support Da Vinci Science Center in the current fiscal year.
- Work to goal, set by the DoP with input from the Philanthropy Associate with attention to activity metrics supporting annual programs.
- Assist with prospecting and research of outreach strategies and donor development.
- Engage and grow Science Center members to donors in collaboration with the Membership Team.
- Assist in the development of campaign strategies and lead in collateral development.
- Partner with the DoP to develop funding for key initiatives presented in the Science Center strategic plan.
- Secure event or program sponsors; ensure benefits are handled by all departments (e.g. for signage, website recognition, member benefits, ticket discounts).
- Retain and grow Leonardo Society membership. The Leonardo Society is a group of supporters who contribute \$1,000 or more annually.
- Retain and grow the Curiosity Circle, Da Vinci's monthly giving program.
- Retain and grow unrestricted dollars and additions to the Linny Fowler STEAM Scholarship Fund.
- Support all Philanthropy activities and projects in coordination with the Membership, Marketing, Education, and Operations teams.

Database Activity

- Maintain and update records in the Raiser's Edge NXT database in a timely fashion for all fundraising activities and produce reports as needed.

Events Support

- Provide the primary leadership of the Science Soiree and support the WISE Forum event.

- Support all annual fundraising events (including the Science Soiree, WISE Forum, Ice Cream Wars, etc.), solicit sponsorships, make follow-up phone calls, provide day-of-event support, and partner with other Da Vinci departments on event logistics if necessary.
- Coordinate Leonardo Society events – Coordinate Leonardo Society benefits and activities in collaboration with Philanthropy and Operations Teams. This includes the development and implementation of society-sponsored lectures or educational activities.

Misc.

- Serve as a liaison with community partners and third-party events by cultivating and stewarding relationships.
- Assist with other philanthropy tasks and activities as needed, including but not limited to mailings and conducting phone calls.
- Become an expert on Da Vinci's community partners & strategic direction.

EDUCATION & SKILL REQUIREMENTS

- Minimum of 2-5 years of fundraising/non-profit experience, annual / major gifts preferred.
- Possesses the ability to work both independently, creatively, and collaboratively with a high-performing team to execute best practices in fundraising.
- Local knowledge highly preferred.
- Superior interpersonal skills to build relationships with internal and external stakeholders.
- High degree of professionalism; careful listener who can influence and move others to support.
- Must be comfortable with one-on-one communication and working with high net-worth individuals.
- Bachelor's degree preferred or professional experience.