

The Da Vinci Discovery Center of Science and Technology, Inc.

Job Description

May 2021

Job Title	Philanthropy Officer
Department	Office of Philanthropy
Reports to	Chief Philanthropy Officer

Type of position: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Contractor <input type="checkbox"/> Seasonal <input type="checkbox"/> Part-time <input type="checkbox"/> Intern <input checked="" type="checkbox"/> Permanent	Hours: Varies per week <input checked="" type="checkbox"/> Days <input type="checkbox"/> Weekends <input type="checkbox"/> Evenings <input type="checkbox"/> Holidays	FLSA Classification: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt
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GENERAL DESCRIPTION

The Philanthropy Officer will report to the Chief Philanthropy Officer. This individual will oversee the retention and growth of individuals giving at all levels annually, campaign support when appropriate and support the development of a planned giving program with the Chief Philanthropy Officer. Additionally, they will provide oversight of seasonal fundraising events and projects; such as the Hall of Fame Awards event. These responsibilities will vary over time and be diverse as the office develops and the current campaign progresses. This position will also share all potential institutional prospects with the institutional manager and define the appropriate working partnership with the institutional manager for the most positive results. The ideal candidate will be a collegial team player with a proven ability to motivate, engage, and work collaboratively at all levels with prospects, donors, volunteers and leadership.

SPECIFIC JOB RESPONSIBILITIES

Fundraising Activity

- Maintain a pipeline of 75 potential and existing prospect/donors that have the ability to support Da Vinci in the current fiscal year.
- Maintain an additional 75 prospect/donors that can be added to current pipeline for future fiscal years managed through a moves management process.
- Work to goal, set by the CPO with input from the Philanthropy Officer with attention to activity metrics.
- Assist with prospecting and research for the development of outreach strategies and donor development
- Assist in the development of collateral for individual fundraising purposes; proposals, giving opportunities, etc.
- Partner with the CPO in the development and annual update of the Case for Support funding the key initiatives presented in the Da Vinci strategic plan.
- Retain and grow Leonardo Society membership - \$1,000 annually
- Retain and grow unrestricted dollars and additions to the Linny Fowler STEAM Scholarship Fund
- Engage and grow major gifts (\$10,000) and multi-year pledges
- Create and manage a consecutive giving society
- Work with CPO on developing a Planned Giving Society, membership and potentially an annual celebration

Database Activity

- Maintain and update records for all individuals working with in Raiser's Edge NXT database using current donor information and latest donor outreach, and producing reports as needed.

Events Support

- Support annual events that require fundraising as needed, to include sponsorships in tandem with institutional manager, follow-up phone calls, day of event support, and partner with other Da Vinci departments on event logistics if necessary. This includes W.I.S.E, Kid's Expo, etc.
- Provide the primary leadership of the Hall of Fame event, which will potentially require a redesign moving forward.
- Raise support for and assist when necessary on W.I.S.E. events and membership

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, and case for support.

EDUCATION & SKILL REQUIREMENTS

- 4 year degree preferred, Associates degree required
- Minimum of 4 years of fundraising experience, annual / major gifts
- 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 is able to influence and move others to support
- Must be comfortable with one-on-one communication and working with high net-worth individuals

PHYSICAL DEMANDS OF THIS JOB

These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the position. Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions of this job.

The employee is occasionally required to be on their feet for four (4) hours at a time.

While performing the responsibilities of this job, the employee must occasionally move or lift up to and including 10 - 20 pounds.

Vision abilities required by this job include close vision (close vision at 20 inches or less), distance vision (clear vision at 20 feet or more), color vision (ability to identify and distinguish colors).

WORK ENVIRONMENT OF THIS JOB

While performing the responsibilities of the position, these work environment characteristics are representative of what may be encountered. Reasonable accommodations may be made to enable people with disabilities to

perform the essential functions of the job.

The noise level in the work environment is usually moderate but can be loud during busy times.

REQUIREMENTS

Successful completion of a criminal background check including checks through Pennsylvania State Police and Pennsylvania Child Abuse Registry and FBI fingerprinting checks are required.

CONCLUSION

This job description is intended to convey information essential to understanding the scope of the position and is not intended to be an exhaustive list of skills, efforts, duties, responsibilities or working conditions associated with the position. Management reserves the right to revise duties as needed.

Chief
Philanthropy Officer: _____

Executive Director/
CEO Approval: _____

Date: _____

Date: _____

Employee Acknowledgment: _____

Date: _____