

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

Job Description

March 2021

Job Title	Philanthropy Specialist
Department	Philanthropy
Reports to	MaryEllen Dickey

Type of position: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Contractor <input type="checkbox"/> Part-time <input type="checkbox"/> Intern	Hours: 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

Reporting to the Chief Philanthropy Officer, the Philanthropy Specialist will have overall responsibility of supporting philanthropy/campaign activities, providing fundraising team and committee support. These responsibilities will vary over time and be diverse as the office develops and the campaign progresses. This position will handle database oversight/gift processing, donor research, communication to internal/external staff/partners and several administrative tasks in addition to donor support. Needs strong multitasking, organizational, interpersonal, problem-solving, and decision-making skills.

SPECIFIC JOB RESPONSIBILITIES

Philanthropy Database Coordination:

- Serve as CRM administrator
- Research and provide donor information and history with DSC.
- Enter planned asks and other proposal info as necessary into the CRM platform.
- Run progress reports & coordinate with communication officer campaign proposals
- Enter notes to track conversations and meetings provided by officers, committee members and volunteers.
- Analyze donor giving patterns to increase donor retention, upgrading, and conversion rates.
Document pipeline and task assignments, track prospects and maintain timelines.
- Research and identify corporate, foundation and individual prospects.

Philanthropy Coordination:

- For the philanthropy team, schedule meetings, prepare talking points, assemble presentations and full meeting prep for board members, campaign volunteers and staff per CPO and other officer direction.
- Process, acknowledge all philanthropy gifts and pledges and prepare pledge payment reminders and pledge agreements in coordination with CPO.
- Write campaign correspondence including miscellaneous solicitation correspondence, meeting requests, email updates and meeting follow-up in coordination with the CPO &/or communication officer.
- Maintain master philanthropy/campaign calendar to maximize cultivation events and to keep campaign committee on track.
- Organize volunteer assignments, follow-up and assist in all aspects of volunteer-led events.
- Schedule all tours for philanthropy team with prospects

Philanthropy Communications:

- Follow-up with pledge commitments and past due pledges in coordination with officers

- Prepare and maintain officer dashboards to show progress of any campaign annual or capital.
- Work with CPO and officers to ensure all gifts are acknowledged in a timely manner with appropriate recognition and appreciation.

Committee/Board Management:

- Prepare agendas and material for any philanthropy committee meetings
- Document and distribute meeting minutes, tasks, and assignments.
- Prepare philanthropy communication with key committee and board members under direction of CPO.
- Follow-up to ensure completion of committee and Board items.

Events Coordination:

- Assist with the planning of all aspects of any campaign launch and/or other events, to include building opening and all receptions.
- Work with marketing & communications to create and distribute invitations, announcements, and other philanthropy communications to the public

EDUCATION REQUIREMENTS

- Associate degree expected, Bachelor’s degree preferred.
- Minimum of 2-4 years using a development database, preferably Raisers Edge.
- Minimum of 2-4 years supporting development for non-profits, campaign support preferred.
- Familiar with basic accounting functions
- Knowledge of online and social media communication and research tools
- Excellent writing skills
- Advanced proficiency in MS Office (Excel, Word, Power Point)

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.**

Director / Manager Approval	Executive Director/CEO Approval
Title Chief Philanthropy Officer	Date
Date	