



Job Description: Individual Giving Coordinator
Reports To: Vice President of Development

Type: Salaried
FLSA Status: Exempt
EEOC Class: O/M
Job Code: N/A
Pay Grade: S5
Type: Salaried
Status: Full Time
Category: Management

General Summary

The mission of the Michigan Science Center is to inspire children and their families to discover and appreciate science, technology and engineering in a dynamic, fun, learning environment. This position is responsible for the creation and management of the Michigan Science Center's individual giving campaign through securing gifts and managing the stewardship cycle.

Essential Job Functions

- Develop and manage the Science Center's individual giving campaign including making regular written annual fund appeals, cultivations and verbal solicitations to individual giving prospects
- Coordinate and manage all aspects of fundraising using our CRM to track data, steward donors and create status reports
- Identify development leads for fundraising team by being intimately aware of CRM movement
- Create a full stewardship cycle for all donors
- Create all receipts, reminder letters, gift invoices and other necessary documents
- Believe in the organization's mission, vision, and programs with the ability to effectively articulate these to funders and prospective funders
- Work with the membership base to become donors through events, etc.
- Meet individual giving goals and evaluate results
- Work with members of the development and membership teams to identify, cultivate, and solicit individual giving prospects
- Work with the Board of Directors and other Science Center supporters to identify, cultivate, and solicit new donor prospects
- Contribute as part of the Development Department
- Participate in Development programs and outreach events as appropriate
- Provide strong and uncompromised service to all customers (including staff, board members, donors, members, funders, prospects, volunteers, etc.)
- Develop and effectively communicate a working knowledge of the Science Center mission, exhibits and programs



Knowledge, Skills & Abilities

- Ability to write appeal letters – note writing samples will be requested
- Ability to work effectively as part of the Development team and with the Science Center’s Board of Directors, prospective and current donors and members, Science Center staff, volunteers, and the general public
- Comfortable with computer CRM systems and Microsoft Office
- Ability to network internally and externally
- Strong work ethic and excellent interpersonal skills required
- Exceptional integrity, trustworthiness, and ability to maintain absolute discretion and confidentiality with proprietary information

Education

- Bachelor’s degree or greater in a related discipline such as non-profit management, fund-raising, business, communications or related field.

Experience

- Minimum of 3 years of individual fundraising experience
- Minimum of 2 years writing experience preferred
- Raisers Edge software preferred

Physical Requirements

- *Vision:* 100% - Must be correctable to 20/20
- *Hearing:* 100% - Must meet the FAA “best” standard for both ears
- *Standing/Walking:* 100% - Must be able to climb and descend stairs, ladders
- *Climbing/Stooping/Kneeling:* <10% - Must be able to climb on ladders
- *Lifting/Pulling/Pushing:* 50% - Must be able to lift, walk and climb; move boxes on elevated shelving; and push carts up to 100 pounds
- *Fingering/Grasping/Feeling:* 100% - Must be able to type on a computer, answer phones

Working Conditions

Normally indoors office setting on-site (90%) with some special events (outreach) and meetings with potential donors off site (10%). Multiple areas of daily responsibility throughout the museum on different levels requiring some walking, stairs and standing. Very limited ability to work from home. This position needs to be in the office on a regular basis.

Required In-house Training

- New Employee
- Patron Manager

Disclaimer

The statements herein are intended to describe the general nature and level of work being performed, but are not to be seen as a complete list of responsibilities, duties, and skills required of personnel so classified. Also, they do not establish a contract for employment and are subject to change at the discretion of the employer. The Michigan Science Center is an Equal Employment Opportunity Employer.

**Interested candidates should send resume and cover letter to laura.loughridge@mi-sci.org
Please no phone calls.**