



Position: Development and Marketing Manager

Hours: FTE at 40 hours per week; occasional weekend and evening hours required. Hours are flexible depending on the employee's schedule, and must be approved by the direct supervisor.

Salary: \$40,000 - \$45,000

Benefits: Paid leave is available after 6 months, but accrued at the start of employment. Sick leave is available at the start of employment.

Supervisor: Executive Director

Location: Montana Science Center is located in Bozeman, Montana. This position is on site.

Montana Science Center (MSC), celebrating 22 years, is recognized as one of the community's best places for families to learn and play together. MSC focuses on collaborative play through Science, Technology, Engineering, Art and Math (STEAM) and other fields to build lifelong skills such as critical thinking, creativity, and problem solving for children of all ages. Our unique STEAMlab lowers barriers to access to high-tech materials to encourage engagement in real world applications.

The Development and Marketing Manager contributes to the well-being of our community by providing safe, supportive, affordable, educational experiences for whole families to enjoy by enhancing the reputation of MSC within our community. It is the role of the Development and Marketing Manger to grow support both monetarily and by reputation. This position is responsible for cultivating and stewarding community and donor relationships, creating, coordinating, implementing and managing fundraising activity including foundation and individual giving, annual fundraising campaigns, corporate sponsorship and other related solicitations. Additionally this position plays a significant role in the representation of our organization to the greater community through the development and maintenance of partnerships throughout our community that provide value in expertise and commitment to STEAM education in our community. A successful member of our team will have a passion for learning. We welcome someone with an outgoing personality and an enthusiasm to enrich lives through the mission of the Montana Science Center. Primary duties include:

Development/Fundraising:

- Work with Executive Director to create yearly fundraising plan, outlining goals, metrics and strategies for fiscal growth;
- Manage relationships with community groups, businesses by creating business memberships, corporate sponsorships and in-kind donations;
- Work with Design Director to determine exhibit sponsorship & in-kind needs and facilitate fundraising for needs;



- Lead planning and execution of fundraising events and community outreach events with Executive Director and board members;
- Manage donor tracking, communications, relationship building;
- Manage donor management system.

Grant Writing:

- Manage Grant Calendar;
- Research new grant funding opportunities;
- Align grant funding opportunities with mission, vision and strategy of MSC;
- In collaboration with other staff members based on grant focus, write and submit grant applications.

Messaging

- Distill & communicate the Science Center's mission, vision & values in a variety of settings;
- Work with the Executive Director to write fundraising appeals, annual reports and other public-facing marketing and fundraising materials.
- Determine placement of marketing strategy and story telling with the Executive Director.

Outreach

- Attend or facilitate general visitation outreach opportunities with other staff;
- Attend or facilitate community building & fundraising opportunities with board members;
- Execute in-house fundraising and community building opportunities;
- Represent the Science Center with community leaders, program partners and constituents.

General Duties:

- Serve as a contributing member of the senior leadership, working in collaboration with all Science Center staff.
- Other duties as assigned.

REQUIRED QUALIFICATIONS

- Bachelor's Degree;
- 3+ years in nonprofit marketing, development, fundraising, or outreach;
- Demonstrated experience in professional relationship building; and the desire to cultivate relationships and interactions with members;
- Demonstrated organizational, time management, emotional intelligence, problem solving, and teamwork skills;
- Excellent writing skills;
- Ability to lead other individuals and assign tasks; oversee projects while upholding a positive culture;
- Strong oral communication skills including public speaking, customer service and/or public relations,
- Some flexibility in schedule;
- Understanding of the importance of diversity, inclusion, and their benefits to MSC culture;



SCIENCE CENTER ENVIRONMENT:

The Science Center facility is ADA compliant. Position requires sitting and/or standing for long periods of time, occasional extended working hours, computer work. We prefer individuals with a passion for cooperative learning and play for children of all ages. An interest in science and technology education is a bonus. Montana Science Center is an equal opportunity employer.

To Apply: Submit Resume, Cover Letter and 1 - 2 page writing sample outlining how your skills and background are a fit for this position to Faye Nelson, Interim Executive Director, at fnelson@montanasciencecenter.org with the subject line, "Development & Marketing position."

While applications will be accepted until the position is filled, we encourage you to apply by December 31st.