



**Position:** Director of Community Development

**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:** \$45,000 - \$50,000

**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, celebrating 20 years in 2021 is recognized as one of the community's best places for families to learn and play together. Montana Science Center focuses on collaborative play through Science, Technology, Engineering, Art and Math (STEAM) building lifelong skills such as critical thinking, creativity, and problem solving for children of all ages. The unique STEAMlab lowers barriers to access to high-tech materials to encourage engagement in real world applications.

The Director of Community Development 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 Montana Science Center within our community. It is the role of the Director of Community Development to grow support both monetarily and by reputation. This position is responsible for cultivation community and donor relationships, creating, coordinating, implementing and managing fundraising activity including foundation and government sources, 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, including an interest in STEAM topics. We welcome someone with an outgoing personality, a passion 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 Director of Creative Design to determine exhibit sponsorship & in-kind needs and facilitate fundraising for needs;
- Work with Executive Director to create and manage 20th Anniversary celebrations;
- Acting staff member for External Affairs committee;
- Lead planning and execution of fundraising events and community outreach events with Executive Director, External Affairs committee;
- Manage donor tracking, communications, relationship building;
- Manage donor management system in conjunction with Director of Operations.

#### Grant Writing:

- Manage Grant Calendar;
- Research new grant funding opportunities;
- Align grand funding opportunities with mission, vision and strategy of Montana Science Center;
- 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 advertising and strategy with the Executive Director.

#### Outreach

- Attend or facilitate general visitation outreach opportunities with other staff;
- Attend or facilitate community building & fundraising opportunities with External Affairs Committee;
- 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;
- 5+ years in nonprofit community development, fundraising, outreach or equivalent;
- Demonstrated experience in relationship building with vital individuals of an organization;
- Demonstrated experience in public relations, including marketing & advertising;
- Enjoys working with children and/or STEAM topics;
- 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 communication skills including public speaking, customer service and public relations, and the desire to cultivate relationships and interactions with members;
- Flexibility in schedule; hours vary per individual programs;
- Understanding of the importance of diversity, inclusion, and their benefits to MSC culture;
- Ability to lift up to 50lbs. and ability to do various manual tasks.

### **PREFERRED QUALIFICATIONS**

- Demonstrated high-level experience in nonprofit fundraising;
- Demonstrated knowledge working with STEM curricula and/or tools used in teaching high-tech concepts to a wide range of age groups;
- Grant writing and development;
- Demonstrated success in managing a growing program.

### **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.

**Evaluation:** Position will be evaluated annually. Additional one-on-one meetings with the supervisor are conducted weekly; mid-year evaluation available upon request.

**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 Abby Turner, Executive Director, at [aturner@montanasciencecenter.org](mailto:aturner@montanasciencecenter.org) with the subject line, "Community Development position."

While applications will be accepted until the position is filled, we encourage you to apply by May 7th. Qualified applicants will be notified as soon as possible.