

PROJECT Scientist™

DIVERSITY. EMPOWERMENT. STEM.



Development Manager

As a Project Scientist team member, you will blaze a new trail to transform the way girls view the field of STEM and who a scientist is. You will feel challenged and inspired to do breakthrough work when collaborating with the best of the best.

The ideal candidate works collaboratively to achieve the organization's financial and programmatic goals. The Development Manager will be able to tackle multiple projects at once, have strong written and communication skills, and think strategically and act tactically. The individual will work closely with the Vice President of Corporate Partnerships and Initiatives to manage a portfolio of current and prospective corporate, foundation, and individual and employee donations. The development Manager will maintain volunteer and donor management systems, research prospects, and cultivate current partners. Create and manage gift records process, donor recognition programs, accountability, and compliance standards for all funding sources. Individuals willing to be part of a scaling non-profit with a passion for event management, keen attention to detail, and goal orientated should apply.

Duties/Responsibilities:

- Proactively utilize best practices for prospect research, assignment, donor profiles, qualification, cultivation, solicitation, and stewardship of all donors/funders.
- Support the identification and development of grant submissions alongside Grant consultants in alignment with organizational priorities and fundraising goals.
- Develop and maintain an annual grant-seeking calendar to ensure timely submission of letters of inquiry, proposals, reports, and other requirements to ensure the organization fully complies with all contracts with funders.
- Manage assigned fundraising initiatives, including STEM Girls Change the World, and partner fundraising events, digital fundraising, and individual campaigns successfully with minimal supervision.
- Develop and prepare meeting decks, formal fundraising proposals, info sheets, and impact

- reports for funders, individual donors, and grant-making foundations.
- Proficient use of CRM systems to manage donors, fundraising activities, gift acknowledgment, grant prospecting, tracking, and reporting promptly.
 - Collaborates with marketing on stakeholder communications strategies, including e-mail and digital campaigns, and creates progress reports for internal and external use.
 - Work with the Programs Team to schedule and track STEM Superstar volunteers.
 - Performs other related duties as assigned or requested.

Qualifications

- Bachelor's degree preferred
- 3 - 5 years of professional experience in communications, institutional operations, or nonprofit Development
- Solid technical understanding of G Suite and Asana preferred
- Proficiency in Salesforce is desirable.
- Embraces ambiguity and has a willingness to "roll up their sleeves" to support the team in accomplishing goals
- A commitment to help girls grow, learn and connect to STEM in the pursuit of gender parity in STEM careers
- Ability to travel and to take part in stakeholder meetings, as needed

Benefits:

- 100% Paid Medical, Dental, Vision
- 403 (b) + 3% Matched Retirement Plan
- Flexible schedule
- Ability to work remotely
- Maternity / Paternity
- PTO
- MacBook Laptop
- WIFI / Mobile phone stipend
- Free Project Scientist tuition for female-identifying relatives (ages 4 – 18)

To apply for the role, please email a cover letter outlining why you would excel in this role and a resume to hr@projectscientist.org. No phone calls, please. Applications will be reviewed, and qualified candidates will move forward with a phone or in-person interview.

Final offers of employment are contingent upon the successful completion of a background check that may include employment history, national criminal background check, national sex offender registry search, and a driving history check.

Project Scientist does not discriminate based on race, color, national origin, religion, sex, gender, gender expression, gender identity, sexual orientation, physical or mental disability, military, genetic information, ancestry, marital status, age, citizenship, or any other basis prohibited by law in any of its policies or programs.