**Manager of Institutional Giving**  
**Da Vinci Science Center**

The Manager of Institutional Giving will be responsible for shaping and executing strategies to secure corporate, foundation, and government support to meet the Da Vinci Science Center’s annual and capital fundraising requirements. This new role is critical to expanding the Science Center’s base and level of institutional support as it prepares to launch a campaign to build a major new science center and expand its educational outreach programs in the greater Lehigh Valley region. This position will in collaboration with the CEO, external fundraising counsel, and the Science Center Fundraising Team to secure corporate and foundation support for the Campaign. He/she will report to the Director of Philanthropy.

This position will manage all functions of corporate, foundation, and government fundraising including: maintaining and developing relationships with all institutional donors and prospects; providing strategic direction for each approach; coordinating timelines, proposals, reports, and metric tracking across the institution; writing grant proposals; and developing plans for stewardship, benefits, and recognition for institutional partners. This position will also work closely with the Chief Project Consultant concerning competitive grants from public sources (e.g. NSF, IMLS, et al).

**Corporate Sponsors**
- Identify, cultivate, and secure corporate sponsors
- For Capital Campaign, work closely with the CEO, external fundraising counsel, and Science Center Fundraising Team on the development of prospect strategies and sponsorship packages for lead sponsors
- For Annual Fundraising, work collaboratively with Education and Guest Experience Teams to develop sponsorship packages, define sponsor opportunities and benefits, and secure major corporate sponsorships
- Develop and maintain relationships with all corporate sponsors and prospects
- Write and deliver all reports on use of corporate funds
- Act as the point person for all marketing and stewardship benefits; oversee implementation by the Philanthropy Coordinator

**EITC Funding**
- Work with current EITC corporate supporters to encourage them to allocate tax credit funds to DSC
- Solicit new EITC corporations to add us to their EITC recipient list
- Work with Director of Education, Visitor Services Manager, and CFO to create an annual Educational Program Impact Report to accompany reports to corporations on EITC fund allocations and the status of DSC’s renewal application
- Work with Director of Education, Visitor Services Manager, and CFO to submit the EITC Renewal application (due November 1st)

**Institutional Grants**
- Work with colleagues to develop annual and capital foundation and government fundraising strategies
- Secure grants from corporations and foundations to meet annual and capital fundraising goals
Secure competitive grants from local, state, and federal agencies to advance Science Center program and exhibit goals at the Cedar Crest and Downtown Allentown sites and seek support for high impact programs spearheaded by STEAM Team

Work closely with Chief Project Consultant on competitive grants from public sources (e.g. NSF, IMLS, et al) for the Allentown site

Secure institutional funding to support our unique affiliation with Leonardo da Vinci and the growing demand for a workforce that is both innovative and skilled

Manage all functions of corporate, foundation, and government fundraising including: providing strategic direction for each approach; coordinating timelines, proposals, reports, and metric tracking across the institution; writing grant proposals; and developing plans for stewardship, benefits, and recognition for institutional partners

Reporting

- Prepare quarterly report on annual fundraising progress (corporations, foundations, government) and forecast future fundraising expectations

Management Responsibilities

- Work with CEO, external fundraising counsel, and the Science Center Fundraising Team to secure major corporate and foundation support for the Campaign
- Work with Science Center staff to shape annual goals and funding opportunities for institutional partners
- Work with Director of Communication to create consistent compelling messages about the Science Center and its impact to be used in grants and proposals
- Work with Finance Department to develop proposal budgets, monitor spending, and prepare financial reports for institutional partners and Science Center including required data for the EITC renewal application
- Work with Chief Project Consultant on competitive government grants for the downtown Allentown site
- Build relationships of respect and trust with directors and managers in order to effectively build visibility of their work and the expertise they represent

Position Requirements

- A Bachelor’s degree from an accredited college/university and at least 5 years related experience, or an equivalent combination of education and experience
- Demonstrated expertise at securing institutional gifts of 6 figures or more
- Excellent oral and written communication skills, and careful attention to details
- Ability to craft messages and present information in a compelling and effective manner
- Self-starter with the ability to meet deadlines, handle multiple projects simultaneously, and prioritize projects effectively
- Exhibition of an excellent command of the English language with superior writing and editing skills
- Ability to manage highly confidential information with discretion
- Ability to interface with trustees and other high-level external stakeholders
- Ability to be effective working independently and as part of a team
- Resourceful, independent problem-solver
- Ability to provide a very high level of customer service and to interact effectively with donor audiences
- Strategic and creative thinker
- Availability to work evenings and weekends, as necessary
• Strong computer skills, with proficiency in Microsoft Office Suite.