

THE DA VINCI DISCOVERY CENTER OF SCIENCE AND TECHNOLOGY, INC.

Job Description
February 2020

Job Title	Philanthropy Coordinator
Department	Philanthropy
Reports to	Director of Philanthropy

Type of position:	Hours: per week	FLSA Classification:
<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Contractor <input type="checkbox"/> Part-time <input type="checkbox"/> Intern	<input checked="" type="checkbox"/> Days <input checked="" type="checkbox"/> Weekends <input checked="" type="checkbox"/> Evenings <input checked="" type="checkbox"/> Holidays	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt

GENERAL DESCRIPTION

Reporting to the Director of Philanthropy, the Philanthropy Coordinator will be responsible for all non-campaign individual giving efforts. This includes annual appeal strategies across direct mail, email, and social media; management of the Leonardo Society, including identifying and cultivating potential major gift prospects from this group; donor recognition and stewardship; fundraising and cultivation events; and donor records and reporting. He/she also manages fulfillment for corporate partners. The Philanthropy Coordinator will be an integral member of the Philanthropy team partnering with the Director to secure the financial resources to support the delivery of world-class science learning experiences for students, teachers, and families throughout northeastern PA.

Annual Giving

- Leonardo Society-Identifies and cultivates members to increase annual unrestricted funds available to the Center; identifies and cultivates major gifts from this group
- Annual Fundraising Program-In consultation with the Director of Philanthropy, implements annual fundraising program utilizing online and direct mail appeals and further building base through social media and grassroots fundraising (e.g. crowdfunding, corporate lunches, etc.). Also, works closely with the Membership Department to expand the donor base and ensure continuity of messaging and benefits between the two programs.

Donor Recognition and Stewardship

Leads development and implementation of comprehensive stewardship program ensuring that donors receive regular updates about the impact of their support and over time increasing their level of support. Elements include the following:

- Time-sensitive thank you's
- Printed recognition & publicity including donor listings online, on lobby monitor, and in annual report; end-of-year acknowledgement with thank you's; and for gifts of \$1,000 + personal letter of thanks documenting impact of gift. New Dir of Communications will handle annual report, newsletters, letters from CEO etc. of
- Prominent donor name recognition on signage, printed documents, and e-communications/online
- For corporations, group admission rates and VIP tickets and events
- For Leonardo Society members, updates lists online and on Center displays and issues member cards for Society members
- For individual donors of \$10K or more and corporate donors of \$25K or more, customized stewardship plan

Events

- Coordinates development and execution of annual Hall of Fame Gala
- In consultation with Director of Philanthropy, plans and implements other cultivation and fundraising events including, Leonardo Society events, VIP exhibit openings, sponsor events, expansion events, and other fundraising events TBD
- Coordinates annual Kid's Expo event
- For all events, establishes detailed event timeline, coordinates volunteer and staff support, coordinates event planning meetings, tracks attendance, executes within budget, and debriefs following event

Donor Records

- Maintains and updates database of prospect/donor records:
 - Completes gift and grant processing forms
 - Ensures donor records are current; inputs information such as address updates, new donor/prospect information, gift information, etc. and oversees annual cleansing
 - Accurately enters gifts and grants into donor database according to campaign, purpose, and amount.
 - Works with finance personnel to reconcile individual donor records with finance records on a monthly basis.
 - Tracks gifts and pledges
- Prepares monthly fundraising progress reports and compares with financial records to ensure accuracy.
- Prepares monthly reports on outstanding pledges; reconciles with finance office, and sends out reminder letters
- Prepares donor lists for annual report
- Prepares annual report on donor retention and giving levels (moved from earlier section)

Additional responsibilities

- Maintains grant calendar for Institutional Giving Manager and reminds staff of upcoming deadlines
- Manages the sponsorship benefit tracking and delivery system
- To support the Institutional Giving Manager, assists with some grant writing and reports as needed
- Manages United Way employee campaign
- Other duties as assigned

SPECIFIC JOB RESPONSIBILITIES

Qualifications:

- Knowledge of the Lehigh Valley and passion for DSC's mission
- Minimum of two years' experience in non-profit development setting
- Good organizational and administrative skills including the ability to multitask; self-motivated
- A fluent communicator and presenter, both orally and in writing
- Commitment to ethical behavior and business practices aligned with AFP standards
- Adherence to strict confidentiality of member and donor-related information, as well as all gift information, files, documents and reports
- Advanced proficiency in MS Office (Excel, Word, PowerPoint) preferred
- Familiarity with eTapestry/Blackbaud donor management software helpful
- Flexibility to work evenings and weekends is necessary to represent DSC

EDUCATION REQUIREMENTS

- Bachelor's degree expected

PHYSICAL DEMANDS OF THIS JOB

[Type here]

These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the Philanthropy Coordinator job. Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions of this job.

The employee is sometimes required to be on their feet for four (4) hours at a time.

While performing the responsibilities of this job, the employee must occasionally move or lift up to and including 10 pounds.

Vision abilities required by this job include close vision (close vision at 20 inches or less).

WORK ENVIRONMENT OF THIS JOB

While performing the responsibilities of the Philanthropy Coordinator job, these work environment characteristics are representative of the environment the professional will encounter. Reasonable accommodations may be made to enable people with disabilities to perform the essential functions of the Philanthropy Coordinator.

The noise level in the work environment is usually moderate.

REQUIREMENTS

Successful completion of a criminal background check including checks through Pennsylvania State Police, Pennsylvania Child Abuse Registry and FBI fingerprinting national background check.

CONCLUSION

This job description is intended to convey information essential to understanding the scope of the Philanthropy Coordinator position and it is not intended to be an exhaustive list of skills, efforts, duties, responsibilities or working conditions associated with the position. ***Management reserves the right to revise duties as needed.***

CEO / Executive
Approval

Date

Employee
Acknowledgement

Date