**IMAGINATION STATION**

**Advancement Manager**

**Full Time**

**Description:**

The Advancement Manager reports directly to the Director of Business Development. They will be responsible for the successful design and implementation of all activities to minimally secure $750,000 dollars in fundraising. The selected candidate should also be prepared to show a successful history of fundraising growth through donor and prospect research, acquisition and stewardship with emphasis on relationship building and sustenance. The strongest candidates will possess a passion for inquiry and demonstrate an enthusiastic interest in informal science education.

**Responsibilities:**

**Development Practices**

* Foster a donor-centric approach in all development work across the organization
* Gain familiarity and remain knowledgeable in Imagination Station programming and activities helping identification and alignment of donor interest and the science center’s work
* Exhibit a sincere desire and drive to see Imagination Station’s success through building financial resources
* Maintain a productive relationship cross-functionally with programs, experience, marketing and finance teams to advance development work
* Excel in all development activities including effective proposal and impact report writing and cultivation and acquisition plan development that broadens and deepens donor base
* Maintain active community relationships and networking opportunities during and outside work hours
* Maintain an active meeting schedule with new and existing donors
* Based on revenue budgets; set goals and objectives to achieve fundraising success
* Maintain all donor information and activity in donor software system

**Annual Fund**

* Successfully plan and execute all development strategies of the annual fund campaign (AF) including the planning and execution of a moves management plan for existing donors
* Increase AF giving by 20% annually through retention and acquisition
* Working with the membership manager, analyze members for prospective donors and develop a strategy and plan that creates a desire to support Imagination Station as a donor

**Individual and Corporate Development**

* Work closely with the Director of Business Development in the strategic cultivation, recruitment and retention of new individuals and corporate donors
* Identify and cultivate potential individual donors who exhibit an alignment with Imagination Station’s work with intent to build individual donor base
* Research and cultivate corporations/businesses new to Imagination Station, aligning their business interest with Imagination Station’s work culminating in increased revenue for events, programs and exhibits

**Fundraising Events**

* Plan and execute event sponsorship acquisition with increased revenue as primary goal while nurturing key relationships and event objectives

**Grant Coordination**

* Assist grant writers for 40-plus grants from government and foundation sources

**Requirements:**

* + Bachelor's degree. Two to four years in successfully demonstrated fundraising.
  + Experience in membership-driven environments, cultural or educational institutions preferred.
  + Proven exceptional skill at cultivating and sustaining authentic relationships with donors and other key constituents.
  + Experience managing multiple projects.
  + Confident, personable and comfortable representing the institution to a variety of individuals and corporate stakeholders.
  + Proven track record in all facets of fundraising including annual campaigns, special events, data analysis and reporting, prospect research and cultivation and database management.
  + Outstanding written and spoken communication skills, exceptional conversationalist.
  + Positive, energetic big-picture individual with solid organization skills. Highly entrepreneurial, resourceful, flexible with a high degree of initiative.
  + Overall strategic agility, ability both to conceptualize and execute, and the capacity to articulate a visionary approach to initiatives that will enhance the long-term financial integrity of the Imagination Station.

Imagination Station’s mission is to serve our community by providing informal science education and fun in order to spark a passion for the sciences by combining interactive exhibits and educational programming.

All applicants must apply on-line at imaginationstationtoledo.org and submit a detail resume outlining job history and experience. If you are unable to complete our on-line application due to a disability, contact us at 419-244-2674 to ask for an accommodation or alternative application process.

**IMAGINATION STATION IS AN EQUAL OPPORTUNITY EMPLOYER**