



Discovery Cube offers hands-on science education that delights, challenges, and encourages kids. Discovery Cube has made a positive difference in thousands of lives for 35 years. Our organization achieves this goal through four core initiatives: STEM proficiency, early childhood education, healthy living, and environmental stewardship. These future-forward initiatives inspire educators, their students, and all of us committed to learning for life.

Our original center in Orange County, as well as our newer Los Angeles campus, gives those seeking immersive, interactive science activities a way to jump into the learning fun. In addition to our campuses, educational outreach programs remain a major part of our mission. Bringing a host of experiences directly to learners is essential to achieving the organization's core initiatives. It's a mission that also includes empowering real-world applications by giving learners a chance to make a difference. This vision has made the Discovery Cube a prominent advocate for modern science education over the years. Spotlighting science as a solution and as a force for good is what Discovery Cube so successfully does.

### **Position:**

Discovery Cube is seeking a Director of Development that will strategically develop, implement and manage a comprehensive fundraising program through contributed income from individual donors. These donations support the annual revenue and any active Capital Campaigns goals for Discovery Cube Los Angeles (DCLA).

The Director of Development will build and expand the existing individual donor pipeline to obtain annual major gifts ranging from \$5,000 and above to support the mission of DCLA. An initial emphasis will be placed on identifying and cultivating a larger portfolio of new individual donors along with providing consistent stewardship of the existing individual donor base to cultivate and obtain large capital gifts of \$100,000 and above. This donor portfolio includes but is not limited to current and prospective individual donors, members, visitors, volunteers and members of the Board of Directors and leadership of the Cube working in collaboration with the ED and CEO.

The Director of Development will utilize new and existing fundraising tools and programs of the Development department. This includes operational and programmatic support through donations, grants, sponsorships, gala tables and tickets and participation in the annual golf excursion.

The Director of Development will manage all aspects of the fundraising process for donations made by individual donors with the development team. This includes but is not limited to the planning, organizing and executing of direct mail, telephone, e-mail and personal visit cultivation and solicitations. Discovery Cube has begun building an initial strategy to engage individual donors through bequests and planned giving as new fundraising tool. The Director of Development will assist the ED in developing and promoting planned giving for DCLA.

As a senior member of the Development team, the Director of Development will report to the ED and CEO to meet the department's fundraising goals through individual donations. They will also assist in developing short and long-term strategies for financial growth in contributed income. In addition, they assist the ED in managing fundraising volunteers through the Board of Directors and working with the Events Department to establish committees around the Gala and Golf events.

### **Responsibilities:**

- Planning, managing, executing and tracking the results of individual giving for DCLA
- Developing and implementing strategies to cultivate and solicit major gifts from individuals.
- Managing a portfolio of 125-150 major gift individual donors and 25-50 new individual donor prospects.



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- Creating and implementing stewardship strategies to recognize new and existing individual donors and planning events/activities to cultivate new prospective individual donors.
- Drafting and preparing appropriate correspondence and proposals for assigned donor portfolio.
- Maintaining regular correspondence and personal contact with assigned donors and prospects.
- Drafting appropriate correspondence for ED and CEO to individuals for gifts \$1,000 and above
- Managing all aspects of the individual giving donor program to include:
  - Monitoring assigned goals, reporting and execution of individual fundraising plan
  - Preparing ED and CEO for meetings and events with individuals through strategic planning meetings
  - Identifying and coordinating solicitation opportunities for active Capital Campaigns
- Helping to develop all written communications, including solicitations, e-newsletters, website acknowledgements and stewardship communications for individual donor programs.
- Developing and executing upgrade strategies for increased giving to DCLA.
- Performing comprehensive analysis and interpreting statistical data to effectively forecast strategies and develop programs that will maximize individual gifts to the organization.
- Managing and monitoring all contributions from assigned donors in portfolio and assisting the CRM database administrator in maintaining accurate data and donor records.
- Maintaining a timely recognition program for all contributions from individual donors with a personal phone calls, hand written cards or contribution letters.
- Assist in managing any special events as it relates to donor participation or the planning of other cultivation events in association with the strategic development plan.
- Support and collaborate with fellow staff members in achieving department goals.

### Qualifications:

- Keen attention to detail plus solid analytic and problem-solving skills
- Demonstrated high level of competency with Microsoft Office software
- Experience using CRM database preferred
- A positive attitude and sense of humor
- Flexibility to work occasional weekends and evenings
- Commitment to diversity in the work place and in programs
- Commitment to the mission of Discovery Cube
- Strong volunteer management and skills in interacting with and working effectively with many types of work styles
- Demonstrate knowledge of the principles and practices associated with annual giving, including direct mail, telephone, e-mail, and personal visit solicitation or relevant transferable marketing skills
- Know how to perform comprehensive analysis and interpret statistical data to effectively forecast strategies and develop programs that will maximize gifts
- Demonstrate high standards of integrity, credibility, and reliability to articulate the organization's needs, opportunities, and aspirations with clarity and enthusiasm
- Make excellent first impression and develop sound, enduring relationships with a broad range of people within the Los Angeles philanthropic community, including high-level community and corporate leaders
- Excellent written and oral communications skills, including public speaking
- Ability to manage many projects at one time, prioritizing, meeting deadlines and planning for high efficiency
- Initiative and strong work ethic



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- Driven for results
- Ability to work independently and proactively
- Experience in and a commitment to providing excellent customer service to volunteers and donors
- Ability to lead, recruit, manage, develop, motivate and organize staff and volunteers
- Ability to analyze and track results
- Ability to work with a diverse group of people

### **What's In It For You:**

- Medical, dental and vision insurance
- Optional supplemental insurance coverage
- 401K with up to 4% match after one year for full-time employees
- 14 Free general admission tickets per year
- 4 Bubblefest tickets plus admission
- 10% of on-site dining and shopping discount
- Employee discounts through ADP
- Accrued paid time off for full-time employees
- 7 paid company holidays

**Pay Range for this position is: \$90K-130K**

*Discovery Cube provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.*

*This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.*