

Squam Lakes Natural Science Center – Development Officer

Employment Title: Development Officer

Supervisor Title: Development & Communications Director

Employment Classification: Exempt

Employment Type: Full-time, year-round

Average Hours Worked: 40 /Weekly 80/Bi-weekly 2,080/ Annually

Starting Salary Range: \$45,000 to \$48,000 (*dependent on experience*)



Summary

The Development Officer is a key position on the Development team and leads the Science Center's fundraising efforts, including, but not limited to, individual giving, corporate giving, foundation giving, endowments, capital campaigns, planned giving, fundraising events, special projects, and all Science Center related solicitations.

Position Purpose

The Development Officer will also be responsible for developing, maintaining, and growing relationships with constituents. Fundraising and communications activities must always be consistent with the Science Center's strategic goals and its mission to advance understanding of ecology by exploring New Hampshire's natural world.

Position Responsibilities

Business Relationships

- Steward the business community to grow and develop memberships and sponsorships.

Annual Fund Management

- Lead solicitation timing and goals for the Annual Fund including but not limited to:
 - Kirkwood Gardens
 - Sponsor A Species
 - Tribute Gifts
 - Individual, corporate, and foundation gifts
- Track donations; write and send acknowledgment letters
- Update and maintain the integrity of the development database

Events

- Assist with planning, managing, and executing fundraising events
- Assist with soliciting participants, sponsors, and donors for fundraising events
- Assist with planning, managing, and executing stewardship and cultivation events
- Attend events and interact with participants
- Assist with stewardship projects including but not limited to; invitations to special events, personal calls to donors, follow-up letters after events, etc.
- Keep notes and guest lists for stewardship and cultivation events
- Enter and maintain data integrity into the development database

Education, Skills, and Qualifications

- Bachelor's degree or equivalent work experience in member services, grant writing, fundraising, or related fields
- Work experience in an administrative position, preferably in a non-profit development office
- Excellent writing skills
- Experience working with a fundraising/development database
- Attention to detail and commitment to data integrity
- Familiarity with web-based grant applications
- Experience working with donors and volunteers
- Excellent customer service skills
- Excellent interpersonal skills and a sense of humor
- Ability to organize, prioritize, and coordinate multiple tasks and meet deadlines

- Willingness to learn new things
- Ability to solve problems
- Ability to work independently
- Proficiency in Microsoft Office

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Must be able to communicate effectively and professionally, verbally and in writing.
- Must be able to verbally communicate with staff, individuals on the phone, and visitors.
- Must be able to tolerate working in a variety of environmental conditions and climates.
- Must be able to use office equipment; computers, telephones, and printers.
- Must be able to remain calm in perceived times of crisis or actual crisis.

Benefits

Squam Lakes Natural Science Center employees are eligible to participate in our comprehensive group benefit plan offerings. Newly hired employees are eligible to participate on the first of the month following their date of hire. Please review our **2023 SLNSC Employee Benefits Summary** for more details.

The above job description is not intended to be all-inclusive. This role may be required to perform other reasonably related duties as assigned by the supervisor. Squam Lakes Natural Science Center reserves the right to update or revise the position's job description at any time.

Application Process;

To be considered for this role, applicants are required to provide a current resume with a cover letter of interest to Bonnie Baker, HR & Finance Manager, at bonnie.baker@nhnature.org

In accordance with our policies, applicants are required to complete a Squam Lakes Natural Science Center employment application, which will be provided upon receipt of the resume and cover letter.

Squam Lakes Natural Science Center is a welcoming and inclusive organization that is committed to ensuring that individuals of all backgrounds and abilities are welcome and respected. Squam Lakes Natural Science Center provides equal employment opportunities to all employees and applicants for employment without regard to sex, race, color, religion, national origin, gender expression, marital status, age, sexual orientation, Vietnam Era/Disabled Veteran status, age, disability, or genetics. In addition to federal law requirements, Squam Lakes Natural Science Center complies with applicable state and local laws governing nondiscrimination in employment. 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.