



Position Title: Senior Development Officer
Reports To: Director of Development, Friends of the NC Museum of Natural Sciences
Salary Range: \$75,000 - \$90,000

About Friends of the NC Museum of Natural Sciences:

The Friends of the NC Museum of Natural Sciences (Friends) is a nonprofit organization whose purpose is to support the NC Museum of Natural Sciences. All Friends activities serve the broader goal of helping the Museum illuminate the natural world and inspire its conservation.

As admission to the Museum and its satellite locations is free, Friends relies upon a combination of earned revenue (generated from the Museum Store, Café, WRAL 3D Movie Theater, special events, exhibitions, and programs), as well as contributed income (generated through Museum Membership and philanthropic support) to make possible the activities that bring our Museum to life.

About the NC Museum of Natural Sciences:

The NC Museum of Natural Sciences (NCMNS) is the state's museum devoted to science and nature. Based in central Raleigh, with satellite facilities in Whiteville, and Greenville, as well as outdoor nature learning facilities at Prairie Ridge (Raleigh) and Contentnea Creek (Grifton), the NCMNS is the largest institution of its kind in the Southeastern United States and the state's most visited museum.

As a museum of nature, we integrate the dual concepts of illumination and inspiration with the work we do and the many stories we tell. This nexus of ideas makes us unique. Across three vibrant floors of laboratories and exhibitions, our Nature Research Center provides an unparalleled opportunity to see science in action by watching Museum researchers studying the natural world in real time. In the Nature Exploration Center, exhibits and live animal displays reveal North Carolina's rich natural habitats, wildlife and geology from the Appalachian Mountains to the Atlantic Ocean.

The NCMNS is also at the forefront of innovation in science research and interpretation, with public-private partnerships linking the museum with universities, research centers and science funders throughout the world. Areas of inquiry provide evidence of global change, explore the connections between humanity and nature, link back into our prehistoric past, reach forward to the edges of the universe, and explore aspects of planetary health. We balance our targeted research and programs with the broader work of making scientific discovery accessible, creative, interesting, and fun in the present moment through an extensive portfolio of outreach, education and training programs reaching people at all ages and stages of life, across NC.

A Public-Private Partnership

The NC Museum of Natural Sciences is a division of the NC Department of Natural and Cultural Resources. The Museum's total operation depends on facility-focused resources from the Department of Administration in addition to the core appropriation from the Department of Natural and Cultural Resources, approximately \$18M annually. The programming that activates and engages visitors across

our downtown and Prairie Ridge locations is made possible through the support of Friends of the NC Museum of Natural Sciences (Friends), the nonprofit organization whose purpose is to support the Museum, approximately \$7.4M annually. Of the Museum's total \$25.4M annual operating budget, approximately 29% is from non-State sources.

Position Summary:

Reporting to the Director of Development, the Senior Development Officer will assist in growing the major gifts program for the Friends of the NC Museum of Natural Sciences.

The ideal candidate will be a creative, entrepreneurial, results-driven development professional with experience closing six and seven-figure gifts. Experience with local, regional, and state donors/stakeholders is preferred.

Key Responsibilities:

- Identify, cultivate, solicit, and steward a portfolio of 100 – 150 major gift donors and prospects capable of giving \$10,000 + annually.
- Craft proposals (gifts, grants, sponsorships, etc.) from individual and institutional constituents.
- Lead engagement activities with current and former advisory board and commission members, and longtime Museum donors to deepen relationships throughout the community and across the state.
- With Director of Development, establish a framework for increased annual fundraising results to include securing new \$10,000+ annual gifts and growing the gift size of current donors.

Key Metrics:

- Donor engagement (number of personal meetings with prospects and volunteers)
- Revenue (value of gifts; the number of solicitations; success rate of solicitations, and achievement of programmatic contributed revenue goals)

Additional Responsibilities:

- Coordinate with Development team to ensure seamless strategy for all donors and Museum stakeholders.
- Coordinate with Friends Office Manager on gift processing, including multi-year commitments, gift/pledge invoicing and payment schedules.
- Maintain donor interactions within Altru database.
- Other duties as assigned.

Successful Candidate Will Have Experience:

- Identifying and developing leads and integrating them within a donor pipeline.
- Leveraging partnerships to grow donor pool.
- Closing six and seven figure gifts.
- Working with donors and stakeholders across region and state.

Position Requires:

- Ability to multi-task under stringent deadlines while working independently.
- Ability to establish and maintain effective working relationships with Museum staff, community stakeholders, donors, officials, and the public.
- Excellent oral and written communication skills.
- Excellent planning and organizational skills.
- Excellent collaboration skills.
- Excellent time management skills.
- Experience with donor/fundraising CRM.
- Occasional evening and weekend work or travel.

To Apply: Submit cover letter and resume to Friends.HR@NaturalSciences.org by ~~Friday, February 23, 2024 (5PM).~~ **Extended to Friday, March 15 at 5PM.** No phone calls please.

Friends of the NC Museum of Natural Sciences is an Equal opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to sex, gender identity, sexual orientation, race, color, religion, national origin, disability, protected veteran status, age or any other characteristic protected by law.