

# KENTUCKY SCIENCE CENTER

## POSITION DESCRIPTION

**TITLE:** Regional Philanthropy Manager

**REPORTS TO:** Chief External Affairs Officer

### SUMMARY:

Kentucky Science Center staff “Do Science” in engaging, educational and entertaining ways. This is our focus, not just on one single day, but every day. Today, more than ever, it is important for organizations in our community to welcome everyone, invite public discourse, encourage respect, inspire creativity and motivate innovation. The Center is committed to our mission – and our promise – to make science personal, fun, participatory and relevant for all. We value our employees and their professional development and offer a strong benefits package with a family-friendly schedule.

The Regional Sponsorship Manager executes sponsorship and partner activity that occurs at identified areas of influence throughout Kentucky and Southern Indiana. Key areas include Bowling Green, Owensboro, Lexington and Southern Indiana. The successful candidate will be responsible for identification, execution and analysis of collaborative relationships and the outcomes associated with continued cultivation and stewardship of corporate and individual donors in those areas. The position will personally manage a portfolio of donors and prospects and be actively involved in strategy sessions, cultivation and solicitation activities. This position will spend approximately 80% of the time working on stewardship and solicitation activities and 20% on database, donor tracking and collaboration among staff.

### POSITION RESPONSIBILITIES:

- Identify corporate and individual prospects and conduct research to determine interest and giving potential.
- Develop, manage and implement cultivation and solicitation strategies for corporate sponsorships and grants, including proposals and negotiation of marketing agreements.
- Work directly with Science Center marketing staff and other departments to implement corporate sponsorship agreements.
- Monitor and assist with the fulfillment of Kentucky Science Center’s obligations to funders.
- Arrange, conduct and coordinate cultivation, stewardship and recognition activities such as on-site signage, recognition in publications and on-site visits for corporate sponsors and donors.
- Collaborates with specified Visitor Experience staff members about goals and best ways to partner in region for successful outcomes.
- Accountable for obtaining funds to meet annual financial goals.
- Maintain accuracy of donor tracking systems and database for corporate and individual constituents, while maintaining confidentiality of donor information.
- Ensure timely donor acknowledgements, including thank you letters.
- Implement on-going personal/written/phone contact with donors/potential donors.
- Oversee/report monthly status of corporate operational budget through the Key Performance Indicator report.

- Assure maintenance of a central file of donor records of correspondence (hard copy).
- Assist in preparation of Annual Report.
- Participates in Manager on Duty rotation.
- Other duties as assigned.

### **POSITION QUALIFICATIONS:**

- Bachelors Degree in public relations, marketing, advertising, journalism, English, or related field.
- Minimum two (2) years progressively responsible experience with proven fundraising track record, including grants, foundations and corporate giving.
- Previous work experience within a cultural, educational, or similar not-for-profit organization.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of the basic principles, concepts and methodology of fund raising in not-for-profit organizations.
- Ability to initiate and build relationships with prospective corporate and individual donors, and interact via telephone and in person with institutional representatives.
- Demonstrated ability in proposal writing.
- Ability to work collaboratively in a team setting with External Affairs and Visitor Experience departments.
- Strong organizational, administration, telephone and interpersonal communication skills, detail and “big picture” oriented.
- Self-motivation and discipline to regularly set and achieve work goals.
- General understanding of donor database management and an ease in the integration of technology, data management tools, and integrated IT platform systems to qualify and quantify work.
- Works independently and energetically; handles large numbers of details with ease; meets deadlines; operates comfortably in a fast-past, conceptual environment and is able to turn strategy and concept into detailed work plan with goals and objectives; holds self and others accountable.
- Ability to maintain a high level of poise and professionalism in all circumstances.
- Knowledge of principles of public relations.
- Skill in preparing written reports and presentations. Solid writing, editing and presentation ability.
- Professional demeanor, flexible and able to respond to multiple demands.
- Demonstrated record of success in generating commitments from corporations and individuals.

- Ability to work evenings (2 times a month) and weekends (1 time a month).

**WORKING CONDITIONS:**

- Work setting may vary from a quiet office setting to a moderately noisy environment that includes many distractions.
- Will need to travel to locations outlined above approximately every 4-6 weeks.

**MACHINES, TOOLS, EQUIPMENT:**

- Computer, printer, telephone, photocopy machine, fax machine, shop tools and equipment

**CLASSIFICATION:**

Exempt  
Permanent Full-Time

Reasonable accommodation may be made to those who are able to perform the essential duties of this job.

The Kentucky Science Center reserves the right to revise this Position Description, as it deems necessary.

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