



## Development Director

### Job Description

Are you looking for a fun, inspiring place to work? North Dakota's Gateway to Science (NDGTS) is seeking a highly motivated, detail-oriented individual who is ready to be part of our team. The Development Director holds ultimate responsibility for the organization's fundraising and donor relations. The ideal candidate is proactive, innovative and passionate about our organization's mission to inspire the discovery of science through hands-on experiences.

#### **About North Dakota's Gateway to Science:**

NDGTS is a hands-on science center with an interactive exhibit gallery in Bismarck ND. Our mission is to inspire the discovery of science through hands-on experiences. NDGTS has recently opened a new interactive gallery with exhibits on agriculture, energy, health care, transportation, water, weather, and more. The facility also includes an education wing with an education wing, an innovation/event space, and a large patio. NDGTS continuously works to develop engaging hands-on experiences for gallery visitors and program participants. The new facility has increased our capacity to serve all ages with educational exhibits and programs, and to offer use of facility space to outside user groups.

#### **Primary Responsibilities:**

- Work with NDGTS Directors and Development Committee to create, implement, and evaluate an annual fundraising plan.
- Lead efforts to identify, cultivate, solicit, and steward individual and organizational donors.
- Manage NDGTS fundraising and friendraising events, including Einstein on Wine and Giving Hearts Day.
- Research and prioritize funding opportunities and write proposals and reports.
- Represent NDGTS in the community, including speaking to civic groups and media.
- Manage corporate membership program, including coordination of donor recognition.
- Serve as staff liaison to Development Committee. This involves scheduling meetings, developing agendas, managing prospect lists, and communication with committee chair and members.
- Coordinate contribution acknowledgment process.
- Perform other duties as assigned.

#### **Requirements of the role:**

- Bachelor's degree in business or related field
- At least three years' experience in fundraising or nonprofit management
- Strong partnership-building and event planning skills
- Proven management and leadership capabilities

- Strong verbal communication skills and demonstrated ability to write clearly and persuasively
- Demonstrated ability to think strategically and a thorough understanding of strategic development
- Demonstrated ability to prospect, cultivate, and manage constituents.
- High-energy, positive, “can-do” attitude, flexibility, teamwork, and attention to detail
- High degree of initiative

**Terms of employment:**

- Salaried, full-time, exempt
- Salary \$55,000-\$60,000
- Must be flexible and willing to work beyond an 8-hour day as needed, including some evenings and weekends.
- Ability to maintain focus during very busy periods in a fast-paced environment.

**Accountability:**

The Development Director reports directly to the Executive Director.

The above is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive list of duties, responsibilities, and requirements.

**To apply, submit cover letter, resume, and references.**

- **By mail:** MeriCarol, Administrative Assistant, North Dakota’s Gateway to Science, 1600 Canary Avenue, Bismarck, ND 58501-1211
- **By email:** [mericarol@gscience.org](mailto:mericarol@gscience.org)
- Applications will be screened as they are received, and interviews will be scheduled as early as possible. This position will remain open until we find the right candidate to fill this important role within our organization.