



DIRECTOR OF DEVELOPMENT

Hybrid / Mostly Remote

Livermore, CA

Salary: 120K-150K

MISSION, VISION, AND APPROACH

Quest Science Center's vision is to connect everyone to the value of science to improve lives and our world. Our mission is to inspire and nurture everyday exploration for lifelong engagement with science and technology. Quest Science Center is committed to fostering inclusion and creating a welcoming experience so people of all backgrounds feel a sense of belonging and excitement in the exploration of science and technology. Our programs and events include but are not limited to the following;

- Quest Science Center's signature event is an annual Tri-Valley Innovation Fair at the Alameda County Fairgrounds, uniquely bringing together local companies, community, and educational organizations to showcase the wide range of science-related innovation and industry in our region with interactive activities that inspire young people to consider new possibilities for their future. The Innovation Fair typically attracts nearly 3000 participants who engage with more than 60 exhibitors with interactive activities, an event supported by over 20 sponsors.
- Quest Science Center also produces a flagship event called Science@Stockmen's Park. Each outdoor monthly event features a different theme accompanied by 10-15 hands-on science activities produced by Quest and community partners. Throughout the year, there have been over 4,000 attendees and 200+ engaging hands-on activity stations.
- Quest also brings engaging programs and activities to a variety of community events, including cultural festivals, civic events, and other science festivals.
- Quest Science Center has developed a mobile family science program for local

schools called Engineering Explorations and has also successfully piloted after-school programming in a Title 1 school. These programs have reached thus far more than 3500 students.

- Quest Science Center also encompasses a high school student program where students create and facilitate activities at Science@Stockmen's Park, as well as an empowering Youth Climate Action Program that has an impact in the local community and being recognized by the Association for Science and Technology Center's Planetary Health Initiative.

Quest Science Center is on a multi-year roadmap to an operating science center with a \$2M annual budget. We are seeking a highly motivated and successful Director of Development who can provide strategy, process, and execution in raising funding for sustainable growth for the organization as well as launch and lead the capital campaign for a physical site operation, working with the Board of Directors and community partners. Our Board of Directors is committed to supporting our programs and is passionate about conveying that science is everywhere and science is for everyone.

RESPONSIBILITIES

The Director of Development will report to the CEO and will oversee the fundraising team responsible for creating and implementing a comprehensive fundraising strategy. This role involves donor cultivation, grant management, and special events management to support the financial sustainability of the organization. The ideal candidate will demonstrate strong leadership skills, innovative fundraising strategies, and a commitment to our mission. Responsibilities include but are not limited to the following;

- Fundraising Strategy Development & Messaging: Design and execute a strategic fundraising plan that aligns with the organization's goals, incorporating compelling messaging to engage and inspire donors.
- Capital and Other Campaign Management: Lead and manage capital campaigns and any special fundraising initiatives, ensuring successful execution and achievement of campaign goals.

- Donor Cultivation and Stewardship: Build and nurture relationships with current and prospective donors, ensuring effective communication and recognition of their contributions.
- Grant Management: Oversee the research, writing, and reporting of grant proposals, ensuring compliance with donor requirements and timelines.
- Special Events Management: Plan and execute fundraising events that engage the community and enhance fundraising efforts, including logistics, sponsorship, and post-event evaluation.
- Corporate Partnerships: Identify and cultivate relationships with corporate partners to secure funding and support for the organization's initiatives.
- Budget Management: Develop and manage the fundraising budget, ensuring alignment with organizational financial goals and sustainability.
- Team Leadership: Supervise and mentor the fundraising team, fostering an environment of collaboration, professional growth, and high performance.
- Data Analysis and Reporting: Analyze fundraising data to evaluate effectiveness, identify trends, and inform future strategies; prepare reports for stakeholders.
- Collaboration and Communication: Work closely with other organizational functions to ensure alignment of fundraising strategies with organizational programs and initiatives; communicate regularly with stakeholders on fundraising progress and goals.

QUALIFICATIONS

- Bachelor's degree in nonprofit management, business administration, or a related field.
- Five or more years of experience in nonprofit fundraising, with a track record of successful fundraising strategies and initiatives
- Strong expertise in capital campaign experience.
- Knowledge and experience with educational initiatives supported by corporate philanthropy and/or government organizations and NGOs.
- Excellent written and verbal communication skills including presentation skills.

- Proven ability to build and maintain relationships with diverse stakeholders.
- Proficiency in fundraising software, donor databases and analysis tools, and the Google suite of tools.
- Strong organizational skills and attention to detail.
- Ability to work flexible hours, including evenings and weekends, as needed.
- Strong leadership and management skills, with the ability to motivate and inspire a team towards achieving fundraising goals
- Knowledge of ethical fundraising practices, regulations, and compliance standards

COMPENSATION AND BENEFITS

The salary is \$120,000 - \$150,000 depending on experience, and includes a comprehensive benefits package with medical, dental, and vision insurance, paid holidays and paid vacation and sick leave, and a 401(k) retirement plan.

HOW TO APPLY

Please apply now for immediate and confidential consideration by sending your resume and cover letter to Stacy Nelson & Associates-Leadership Search Partners at stacyn@stacy-nelson-and-associates.com.

Quest Science Center is an equal-opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.