The Works Museum
Job Posting

Job Title – Development Associate

Date: 5.23.22

Department – Advancement

Reports To – Development Manager

Pay Range - $20 - $22/hour

The Works Museum makes learning about science and engineering interesting, engaging, and fun. The Museum’s unique exhibits and programs create memorable learning experiences for all children. Our mission is to inspire the next generation of innovators, engineers, and creative problem solvers. We’re building our advancement department and are seeking the right person to join our team. If you’re looking for a fun, flexible, collaborative workplace where you can make a difference for kids in our community, this might be a fit for you.

The Development Associate is responsible for supporting a range of activities related to the successful implementation of The Works Museum’s comprehensive fundraising plan. An essential member of the Advancement Team, this position has specific responsibilities in the areas of grant writing, donor stewardship, and event/volunteer management to engage our community partners. The ideal candidate will enjoy working to grow established initiatives and relationships, build new connections and collaborations, and develop new advancement programs and events.

Hours and benefits: This position is part-time at 24 hours/week. Hours are flexible, with core hours to occur Monday – Friday between 8 a.m. and 5 p.m. The role will also require occasional evenings, weekends, and early mornings for events and volunteer activities.

Responsibility areas:

Grant Writing and Prospect Research

● Write, submit, and manage a portfolio of the organization’s letters of inquiry, grant proposals and reports to corporate, foundation and government sources for support in amounts up to $50,000.

● Maintain the annual grant calendar and associated processes to ensure timely submission of applications, reports and supporting documents.

● Work with advancement team, finance, education and operations teams to gather insights and data for grant applications and to comply with grant reporting required by foundation/corporate donors.

● Perform prospect research on foundations and corporations to identify prospects for grant and sponsorship opportunities.

Donor Stewardship

● Provide timely acknowledgement letters to donors.

● Support implementation of annual stewardship plans for donors and members.

● Work with Database Manager to optimize use of our Altru database to manage development processes, constituent record management, research, stewardship plans and reporting.
**Event and Volunteer Coordination**

- Assist with planning and coordination of stewardship, fundraising, outreach and community engagement events that support advancement team strategies and outcomes
- Support advancement colleagues in implementing the annual sponsorship plan, including engaging sponsors and assisting with relationship management with sponsoring organizations and presenters
- Attend external events beneficial to networking with potential programming, community, and corporate partners and to facilitate relationships with existing partners
- Work with staff and partners to identify and implement volunteer projects and roles that advance the organization and engage corporate and community volunteers
- Serve as a volunteer liaison, assisting with relationship-building, logistical coordination, project oversight, and recognition

**Other Activities**

- Assist with other advancement team projects as requested

**Knowledge and Skills:**

- Attention to detail and ability to meet deadlines.
- Strong writing skills.
- Enthusiastic contributor in a team environment.
- Experience writing grant proposals or equivalent professional communications.

**Qualifications:**

- Bachelor’s or Associate’s Degree or equivalent experience desired.
- Excellent writing and interpersonal communication skills.
- Experience communicating with a wide variety of audiences.
- Proven ability to organize and prioritize work projects, as well as remain reliable and flexible.
- Strong record of attentiveness to detail, deadlines, documentation and timeliness.
- Ability to work independently within role as well as part of the Development and Museum team.
- Development experience and familiarity with fundraising processes a plus.
- Experience coordinating events and/or volunteers a plus.

To apply, please submit a resume and cover letter to jobs@theworks.org. We will begin reviewing applications as they are submitted, with a priority application date of June 20, 2022.