



Development Associate (DA)

Terry Lee Wells Nevada Discovery Museum (The Discovery)

Position Summary

Reporting to the Development Director, Grants and Foundations, the Development Associate is responsible for preparing and producing, in draft and final form, grant proposals and solicitations for funding. The Development Associate researches and recommends funding opportunities; develops solicitations and proposals for general operating needs, Discovery programs/exhibits and capital projects; prepares progress and final reports to donors; and maintains department database and associated records. Audiences include foundations, corporations, major donors, individuals, nonprofit partners, higher education institutions and, when appropriate, government sources.

Essential Functions

Proposal Writing & Grants Administration – 70%

- Prepare grant proposals to foundations, corporations and individual donors that make a compelling case for financial support and address identified organizational funding priorities.
- Work with Discovery staff across Departments of Education, Exhibits, and Visitor Services to identify and gather information on projects to be supported through grants.
- Prepare interim and final project reports to funders on a scheduled basis, working with Finance and other departments to assure timely and accurate reporting, and tell the story of educational impact.
- Maintain accurate funder records and contact information in Altru; develop a proficiency for pulling and analyzing queries to report on the status of contributed revenue to Senior Staff and Board Members.
- Maintain a grants management calendar using available database tools like Smartsheet.
- Document funder relationships, cultivation, and interactions through email and Salesforce records.
- Research and recommend funding opportunities from a broad range of sources, linking their compatibility with organizational and project needs.
- Conduct quality control measures to ensure corporate, foundation, and other donor files are accurate.
- Make recommendations on strategies, tactics, procedures, and practices related to drafting proposals, achieving Development fundraising goals, and improving donor stewardship.
- Coordinate internal Funding Priorities Review Committee meetings, policies, notes and communications.

Event and Program Support – 20%

- Support Social Science, Science Distilled, exhibition opening nights, and several other program and special events that enhance donor cultivation and stewardship objectives.
- Develop blog posts that describe the impact of specific programs or events to the general public through regular posts on The Discovery's website.
- Assist the Development Director of Corporate Giving & Special Events with soliciting silent and live auction items for The Discovery's annual fundraiser and/or other events.

Additional Support – 10%

- Represent The Discovery at select internal and external meetings and events, as needed, to support the organization's capacity building objectives.
- Support the development and launch of a planned giving program, e.g. drafting resource materials.
- Assume other tasks and responsibilities as assigned by the Development Director, Grants & Foundations.

Education & Experience Required

- Bachelor's degree required – Communications, Marketing, Journalism, Finance, Business, Political Science or Liberal Arts related.
- At least three years professional grant writing, nonprofit experience and/or sales and marketing experience, preferably with a membership-driven or education-focused organization.
- Successful, quantifiable track record of funded grant or sponsorship proposals at local, state, federal and/or foundation level.
- Able to establish and maintain positive and effective working relationships with other staff members, museum members, Board members, donors, vendors and suppliers.
- IT literate: Above average competency with using word processors, databases, spreadsheets, project management software and web applications, e.g. Microsoft Office, Outlook, Smartsheet, Salesforce, or other donor/research databases.

Skills Necessary

- Demonstrated writing ability for a public audience and for formal proposals/reports.
- Demonstrated excellence in interpersonal, written/verbal communications and customer service skills to work effectively with people of diverse talent and background.
- Demonstrated excellence in problem solving and analytical skills with attention to detail and accuracy.
- Demonstrated excellence in organizational and project management skills; self-motivated to prioritize multiple projects in order to meet individual and departmental deadlines.
- Ability to remain current with standard policies and procedures.
- Working knowledge of office practices, procedures and business writing, e.g. formal letters, email, etc.
- Ability to plan work efficiently to meet the departmental budgets, goals and objectives.
- Ability to maintain a high degree of confidentiality.

Work Characteristics

- Strong project management and organizational skills.
- Self-starter, must be able to perform with minimal supervision.
- Ability to work within a team and use internal and external resources to perform at a high level.
- Ability to make recommendations to Development Director, Grants & Foundations, and other staff as appropriate, to make processes and practices more efficient and effective.
- Excellent verbal and written communications, and polished and professional appearance/demeanor.
- Ability to remain calm under pressure and adapt to change.
- Ability to work extended hours, evenings and weekends for special events/projects in and out of The Discovery, as needed.
- Possible light lifting.
- Ability to travel.
- Valid driver's license.

Working Conditions

General office environment. Work is sedentary in nature, but may require standing or walking for up to 10% of the time. Work is generally performed within an office environment, with standard office equipment available.

How to Apply

Please e-mail resume, cover letter and three references to jobs@nvdm.org. No phone calls please.

The Terry Lee Wells Nevada Discovery Museum is an Equal Opportunity Employer. Qualified persons are considered for employment without regard to race, color, religion, sex, sexual orientation, national origin, age, genetic information, political affiliation or disability. The Terry Lee Wells Nevada Discovery Museum is a drug-free workplace.