

## Director of Development and Communications

### The Opportunity

Massachusetts Science and Engineering Fair (MSEF) is expanding its team with the addition of a Director of Development and Communications. In this role you will help set the vision and strategy to secure funding towards a \$1M+ annual budget. You will work closely with the Executive Director, a small but mighty team, an active and engaged Board of Directors, and a board-led Development Committee.

At this exciting time of innovation and advancement in STEM fields, this position will contribute to improving educational access and opportunity for students participating in the Science & Engineering Fair program. You will be integral to organizational success, as the leadership team sets an ambitious plan to expand both the breadth and depth of MSEF programming across the State.

The ideal Director will be a high-performing professional who thrives on the innovation, creativity, and collaboration required for an organization that operates like a start-up, exploring how to take the best of its history and position it for the future.

### The Organization

We develop future thought leaders through experiences in science and engineering practices using well-proven programs and novel approaches that empower students and educators to learn in and beyond the classroom.

MSEF supports teachers across the state, annually reaching 3,000+ middle and high school students who engage in independent science and engineering research. Programming culminates in iconic Fair events each spring. STEM research projects help students think independently and critically as well as innovate around local and global challenges. Students experience the excitement of pursuing their interests and passions in STEM as well as the pride of showcasing their work.

MSEF is a fully remote organization that operates virtually, with in-person meetings and events across the state as needed.

## Here's What You Will Be Doing

You will dive right in to focus on increasing the organization's ability to attract and retain donors. You will be responsible for leading all fundraising activities, from identification of new corporate, foundation, and government support prospects, as well as cultivation, solicitation, and stewardship of existing funders, with a short-term focus on foundation outreach and relationship management. Currently the organization raises \$700,000+ annually, with plans to reach \$1,000,000+ per year through philanthropic support from foundations, corporations, and individuals.

## KEY RESPONSIBILITIES

### Fundraising

- **Strategy:** Work with the Executive Director on the development and execution of an annual plan for fundraising that includes both immediate and long-term revenue strategy for organizational growth.
- **Donor recruitment:** Drive and execute identification, research, and cultivation work to attract new donors. Engage in prospect research in effort to increase individual giving.
- **Donor retention:** Support communication, deepen relationships and engagement to increase retention and giving annually.
- **Grants:** Manage execution of grants process including regular pipeline reviews, organizational preparation, site visits, writing, and reporting.
- **Volunteer Management:** Support placement and facilitation of corporate volunteer engagement in partnership with program team.
- **Administrative:** Provide strategic support to various projects, events, and fundraising efforts, particularly the State Fair events.
- **Finance:** Support budget creation, implementation, and monthly reconciliation of financials.
- **Process management:** Harness the capabilities of the existing systems (CRM, project management tools, etc.) to both manage the donation process, capture data and donor details, and produce reports that inform development efforts.

### Communications

- Creatively convey constituent stories and programmatic initiatives.
- Help create and amplify the organization's communications to relevant stakeholders and partners, particularly through crafting presentations, newsletters, reports, and social media postings.
- Lead external affairs work, including direct marketing, events, social media communications, and media strategy. Use analytics and benchmarks to inform decisions.

## Who you are

- You have 7+ years non-profit fundraising experience.
  - Experience managing grants (applications, reporting, stewardship), with a proven track record of securing grants from corporate and foundation funders.
  - Working knowledge of annual campaigns, special events, foundation, and corporate support.
  - Creative bent and out-of-the box attitude about fundraising.
- You are enthusiastic about the written word, storytelling, and communicating the organization's mission and vision.
  - Exceptional interpersonal, networking, written, presentation, and verbal communication skills.
- You are drawn to the MSEF team culture that has a passion for providing equitable educational opportunities to young people
- You enjoy creating systems to ensure continuity of work and strong record keeping
  - Proficiency with CRM platforms, fundraising software, and/or systems or willingness to learn.
- You are tuned in to trends in education and know or are curious about the life science, biotechnology, and pharmaceutical fields.
- Strong understanding and practice of cultural humility and respect for others.
- You have experience and comfort working with a remote team and are adept at collaborating synchronously and asynchronously.

*MSEF is a small non-profit with a rich history and strong links to education, industry, and academia. MSEF operates as a remote organization. All candidates must be comfortable working remotely, but willing to attend events and meetings on a regular basis across the state but primarily in the greater Boston area. MSEF will provide technology needed to support the remote work environment.*

*MSEF is an equal opportunity employer and is committed to building a culturally diverse, equitable, and inclusive team.*

*Salary range is \$85,000-\$100,000, depending on experience. Benefits package includes health insurance reimbursement, 401k with employer contribution, 3 weeks paid vacation, and paid Federal holidays.*

**Please submit a cover letter that explains why MSEF's work excites you and why this role is a fit for you, your resume, and a fundraising-related writing sample (e.g. a grant LOI, donor appeal, annual report). Submit to [info@scifair.com](mailto:info@scifair.com).**

**Applications will be considered on a rolling basis.**