



Connecticut Science Center Advancement Program Administrator

Job Title: Advancement Program Administrator

FLSA: Full Time (40 hours), Hourly, Non-Exempt

Reporting to: Director of Development

Summary

The Science Center's Advancement Department directs the Development, Marketing and Membership functions for Connecticut's premier destination for informal science learning and one of the state's foremost resources on Science, Technology, Engineering and Mathematics (STEM).

The Advancement Program Administrator supports these functions through the stewardship of our donors, members, trustees, and patrons with strong project management, data management, and communications skills.

Key Responsibilities

- Primary owner of donor database, its data, and its operation. This responsibility includes processing all donations on a daily basis, ensuring proper handling and tracking of financial information, and timely acknowledgement to donors. Additional responsibilities include defining proper database protocols and procedures, monitoring the data set, and data clean-up to ensure easy access to accurate and useful information, monitoring.
- Developing, producing, and maintaining a wide range of queries, exports, and reports from the donor database including a monthly reconciliation with the Finance Department
- Coordinate and fulfill individual, sponsor, and corporate-membership benefits and recognition, including annual deliverables as well as permanent and term recognition.
- As necessary during peak visitation periods, serves as back-up to Membership Coordinator in responding to member inquiries (email and phone) and fulfillment.
- Supports the planning and implementation of Advancement cultivation, recognition, and programmatic events, including the annual gala. Supports Advancement staff by maintaining and managing event budgets.
- Support the annual gala auction, including: soliciting and collecting donated items; writing description and gathering graphics for each item; soliciting program advertisements; creating auction display; and managing winning-bidder transactions and fulfillments post-event.
- Create and manage invitation and guest lists, ensuring accuracy and completeness of contact information and constituent details.
- Work with Marketing Department and vendors to create in a timely way event graphics, communication materials, signage and collateral pieces, ensuring proper sponsor recognition at every stage of the event.
- Write and distribute promotional and guest communications and assist in preparing post-event reports for sponsors and follow-up communications to attendees.
- Staffing events during and outside standard working hours
- Coordinate all aspects of quarterly Board of Trustees meetings, including logistics and preparation of agendas, notices, advance materials, presentations, minutes and resolutions for meetings.
- Support effort to steward State Legislators and other elected officials, ensuring consistent communication with these key constituents.



- Assist President & CEO with scheduling, travel, meeting logistics, and preparation of communications materials as needed.
- Other duties as assigned.

Requirements and Qualifications

- Working knowledge of Blackbaud's Raiser's Edge database. Experience with Blackbaud's NetCommunity and Patron Edge is a huge plus.
- Accomplished user of Microsoft Office Suite, particularly Outlook, Word, PowerPoint and Excel, on a PC platform. Must be able to perform complex mail and email merges; manipulate data, tables and charts; create basic presentations using photos and graphics.
- Excellent written, spoken and interpersonal communications skills. Ability to compose and edit correspondence in the style of the department; ability to communicate professionally and persuasively with donors and members on paper, electronically, over the phone, and in person. Ability to interface with donors and sponsors comfortably and consistently.
- Proven ability to expertly manage multiple, complex tasks with grace and good humor.
- Commitment to confidentiality and the sensitive handling of information.
- Proven trustworthiness and meticulous accuracy in processing financial transactions.
- Highly accurate and timely data-processing skills.
- Project management experience, both as a project leader and as a collaborative team member.
- Excellent organizational abilities, including paper and electronic file management and tracking progress toward goals.
- Dependability and adaptability, with good problem-solving and time-management skills.
- Dedicated to contributing to a high-functioning, energetic team.
- Bachelor's degree highly preferred. Experience in a nonprofit organization is preferred.

Physical Requirements

- Repetitive movement of hands and fingers – typing and/or writing.
- Occasional standing, walking, stooping, kneeling or crouching and sitting for periods of time.
- Reaching with hands and arms.
- The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Qualified applicants will go through an application process, interview process, and must successfully complete a background check.

To apply, send a substantive cover letter and resume to hr@ctsciencecenter.org. Resumes must be submitted by Monday, May 8, 2017. Please reference "Advancement Program Administrator" in the subject line.

The Connecticut Science Center is an Equal Opportunity Employer