

## Director of Development and Communications

### The Opportunity

Massachusetts Science and Engineering Fair (MSEF) is seeking an enthusiastic *Director of Development and Communications* to support fundraising and communications efforts that will contribute to improving educational access and opportunity for students participating in the Science & Engineering Fair program through year-round supports. Through this role, we aim to meet the funding needs to expand both the breadth and depth of our programming across the State. MSEF is a fully remote organization that operates virtually and in person across the state.

### The Organization

Beyond the Fair event, MSEF supports middle and high school students engaged in independent science and engineering research. These STEM learning 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 and the pride of showcasing their work. Through the iconic science fair program, students experience the professional practices of working scientists and engineers.

### Here's What You Will Be Doing

The Director will focus on increasing the organization's ability to attract and retain donors. The Director is 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 particular focus on foundation outreach through grantwriting. Currently the organization raises ~\$700,000 annually, with plans to reach \$1,000,000+ per year through philanthropic support from foundations, corporations, and individuals.

### What's Needed to Succeed

The successful candidate will be 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, as well as thrive on variation, change, and thinking creatively. You must be enthusiastic about the written word, storytelling, and communicating the organization's mission and vision to funders and prospects. You get excited at the prospect of accompanying your morning beverage with a review of local papers to identify trends in the life science and biotechnology fields. Your curiosity about the State's STEM industries and the opportunities for students leads you to reach out and explore connections on behalf of the organization beyond funding.

The ideal candidate has both experience and comfort working with a remote team and is adept at collaborating synchronously and asynchronously. This position will report to the Executive Director and work closely with the entire team.

## KEY RESPONSIBILITIES

### Fundraising

- **Strategy:** Work closely with the ED in the development and execution of an annual plan for fundraising that includes both immediate and long-term revenue strategy to sustain and grow the organization.
- **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 Student Engagement Manager.
- **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 CRM system (Little Green Light) to both manage the entire donation process, capture data and donor details, and produce reports that inform development efforts.

### Communications

- Creatively convey constituent stories and programmatic initiatives via both written and spoken word.
- 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.

### Qualifications

- 7+ years non-profit fundraising experience or business development experience in a small company
- Experience managing grants (applications, reporting, stewardship), with a proven track record of securing grants from corporate and foundation funders.



Massachusetts Science  
+ Engineering Fair

- Exceptional interpersonal, networking, written, presentation, and verbal communication skills
- Creative bent and out-of-the box attitude about fundraising
- Working knowledge of annual campaigns, special events, foundation, and corporate support
- Strong time management and organizational skills
- Demonstrated ability to work autonomously and effectively without close supervision
- Strong understanding and practice of cultural humility and respect for others
- Proficiency in CRM use, fundraising software, and/or systems or willingness to learn

*MSEF is a small non-profit with a rich history and strong links to education, industry, and academia. This position will be one of four full-time staff. MSEF does not have an office and operates as a remote organization. All candidates must be comfortable working remotely. 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. We encourage BIPOC applicants to apply.*

*Salary starts at \$75,000. Benefits package includes health insurance reimbursement, 401k with employer contribution, vacation and paid holidays.*

**Please submit a cover letter, resume, and a writing sample to [info@scifair.com](mailto:info@scifair.com). Writing sample should answer one of the following questions (no longer than 500 words):**

- **Please describe an experience with a challenging funder.**
- **Please describe a memorable funder experience.**

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