



Director of Development Position Description

Position Title

Director of Development

Position Type

Full-Time/Exempt

Reports to Executive Director

Location

STEM Next's team primarily works in San Diego, California. While it would be ideal to have the candidate located in San Diego as part of the STEM Next core team, the candidate may work remotely and travel to San Diego on a scheduled basis to coordinate with the executive team. This position may require travel up to 15%.

About STEM Next

[STEM Next Opportunity Fund \(STEM Next\)](#) is a national nonprofit funder and intermediary whose mission is to create inclusion and opportunity for millions of young people and close the gender gap in STEM careers. As the legacy entity of the Noyce Foundation, STEM Next has a well-established network. STEM Next has had significant initial success in partnering with leading funding entities to strengthen STEM learning across a variety of programming and efforts focused on building knowledge, systems, and capacity in the field. The STEM Next team - leadership, staff, board, and consultants - work closely and collaboratively. Whether near or far - we are looking for the Director of Development to join as a thought partner and member of our tightly knit team.

Expanding these efforts in 2020, STEM Next's new [Million Girls Moonshot](#) (MGM) is creating a movement to close the gender gap in engineering, computer science, and advanced manufacturing. The MGM is re-imagining who can engineer, who can build, and who can make by engaging one million more girls in STEM learning opportunities through afterschool and summer programs over the next five years.

Director of Development Position Description & Key Responsibilities

As it seeks to expand its impact and reach, STEM Next has established and is seeking a new employee position, Director of Development, to serve as the organization's chief fundraiser and partnership developer. The key responsibility is to build new revenues for STEM Next as a whole, as well as special projects and initiatives. Specifically, the Director of Development will



immediately work to leverage initial successes to further build new partnerships supporting growth of the Million Girls Moonshot initiative across the United States. Also initially, the new hire will focus on creating and implementing the basics of a sound fundraising system, including: developing an annual Development Plan; planning a fundraising calendar; and integrating a robust development customer relations management system (database).

Working as a key member of the executive team, and under the supervision of the Executive Director, the Director of Development will be responsible for meeting aggressive annual and long-term revenue goals and for establishing internal reporting on progress toward goals. Additional responsibilities include soliciting sponsorship support, cultivating robust prospect pools, writing grants and creating pitch decks, and directly seeking contributions from corporate and foundation funding sources and, potentially, government sources. The Director of Development will have end-of-line responsibility for all grant reporting, donor acknowledgements, donor lists, and all fundraising activities.

A successful Director of Development will work and communicate collaboratively and effectively across the organization including the Board of Directors and with outside partners, while managing processes and a stable of current sponsors and grantors and a pipeline of future prospects.

Qualifications of the Ideal Candidate

- A minimum of 5-7 years of experience and fundraising track record with increasing levels of responsibility within a nonprofit, association or academic organization, operating at or above a \$4 million annual budget, which generates its revenue through fundraising activities
- Bachelor's degree required
- Exceptional understanding of fundraising and sponsorship concepts and processes
- Demonstrable track record of personally soliciting and securing at least 6-figure sponsorships and grants, and examples of identifying, cultivating, and soliciting gifts of over \$500,000
- Ability to develop and deliver collaborative, thoughtful, and compelling grant proposals, pitch decks and concept briefs in a fast-moving environment
- A practical understanding of nonprofit programs, and administration, and what makes successful nonprofit organizations thrive
- Background in STEM education and/or the out-of-school-time and youth development field preferred
- An innovative, entrepreneurial and problem-solving mindset



- An eagerness to develop and lead new fundraising initiatives/strategies
- Innate ability to connect and collaborate in an agile team-focused environment; a thinker/worker/doer mindset
- Excellent written and oral presentation and pitch communications skills
- Computer literacy, including experience and proficiency with databases and office productivity software
- Ability to manage multiple competing priorities and complete projects successfully as planned

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The position description does not constitute an employment agreement between employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.

Compensation

Salary range for qualified candidate is \$95,000-\$115,000 dependent upon experience. We offer generous health benefits, a 401(k) retirement plan with annual employer contribution of 3% annual salary, and a generous vacation policy.

To apply, [please complete this interest form](#) and upload your resume and cover letter. Please contact info@stemnext.org with questions.

STEM Next is an equal opportunity employer and makes a particular effort to recruit candidates from all backgrounds.