



EXPLORATION PLACE

Job Description Development Associate

Exploration Place, the state's premier science center, is embarking on a major new development to create a "destination playscape" on the 20-acre riverfront site, aimed at increasing attendance from the current 400,000 site visitors per year to 1 million plus. You will be part of the vibrant development team that is at the heart of this project. Specifically, you will be responsible for the membership program of 6,000 households that has been growing quickly and is poised to reach even greater heights.

Department: Development

Reports To: Chief Advancement Officer

Classification: Full-Time; Exempt; Non-Supervisory

Role: Assist with the organization's fundraising activities, with a focus on the membership program.

Job Duties:

- General responsibility for membership program, including acquisitions, renewals and re-acquiring lapsed members
- Perform clerical functions including renewals and acknowledgments for membership and development functions
- Maintain membership information in database, preserve data integrity and perform ongoing data clean-up
- Prepare monthly reports tracking membership program
- Assist with special member preview nights and occasional donor and special events
- Assist with the reporting requirements of grants and gifts
- Correspond with members and donors as necessary
- Cultivate a positive working relationship with the organization's members and donors
- Other duties as directed by your supervisor

Skills: Position requires excellent verbal and customer service skills, good organizational skills, a strong work ethic, attention to detail and well-developed computer software skills. Must exercise a high level of confidentiality and discretion.

Education and Experience: Bachelor's degree from an accredited institution of higher education.

Work Schedule: Generally Monday through Friday with occasional evening and weekend events