



# NOW HIRING: PHILANTHROPY SENIOR MANAGER

PLEASE SUBMIT A LETTER OF INTEREST AND RESUME TO  
TERI HOGAN AT [TERIH@DISCOVERYGATEWAY.ORG](mailto:TERIH@DISCOVERYGATEWAY.ORG).

**Title:**

Philanthropy Senior Manager

**Reports to:**

CEO/Executive Director

**Salary:**

\$65,000 - \$80,000 a year

**Job Type:**

Full-time

**Summary:**

Join the premier children's museum in the Intermountain Region in a lead philanthropic role that will initially expand our corporate sponsorship and individual giving programs then be responsible for building a team and oversee grant writing and annual fund campaigns.

As an experienced professional you will build upon best practices of traditional fundraising while also encompassing new trends in philanthropy to generate contributions. Successful applicants will bring an entrepreneurial spirit and creatively use existing resources and existing connections to develop new corporate sponsorships. A deep understanding and experience in the fundraising market in Salt Lake City is highly desirable as well as proven track record of cold calling and following these leads to closure.

The position requires a strategic, energetic, and highly motivated professional with a proven track record in fundraising and the ability to manage \$1.5 in contributions and increase our portfolio by \$500K+ in the first year. Competitive candidates will demonstrate superior communication skills and have 5+ years of philanthropy experience with demonstrated success in corporate sponsorship and join our organization with multiple professional connections.

### **In This Role You Will:**

- Effectively increase corporate sponsorships, individual giving, and annual fund donations to set goals
- Oversee grants and foundations
- Be well prepared for prospect and donor meetings through research.
- Ability to maintain strict confidentiality and appropriate professional boundaries
- Work collaboratively and seamlessly with Executive Director and teammates to solve problems and achieve goals.
- Achieve and maintain the highest standards of relationship management and reporting.
- Plan and execute strategies and campaigns to achieve fundraising targets.
- Strong writing, public speaking, creative event planning, and strategic thinking.
- Utilize existing strengths in cold calling and following warm leads
- Proficiency in Microsoft Office and Fundraising Software (Blackbaud)

### **Minimum Requirements:**

- 5 + years of fundraising and campaign experience in Utah and Intermountain Region
- Articulate, strategic, entrepreneurial, problem solver with a proven ability to listen, write and speak effectively as well as research oriented.
- Highly motivated self-starter who has years of experience in cold calling and developing warm leads
- Strong grant writing and public speaking skills

## **Working Conditions**

- Work in a high paced and interesting environment that brings on new challenges.
- Work in a fun environment while giving back to the community.
- Ability to meet stringent deadlines for competing tasks.
- Ability to work more than a 40-hour week with irregular work hours when needed.
- Ability to walk, stand, and sit for extended periods of time.
- Ability to stand or sit while maintaining alertness for several hours at a time.
- Position may require bending, leaning, kneeling, and walking.
- Ability to speak concisely and effectively communicate needs.
- Visual and auditory ability to respond to critical situations and physical ability to act swiftly in an emergency.
- Ability to cope with the stress of a fast-paced work environment.
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## **Benefits:**

- 401(k)
- 401(k) matching
- Dental insurance
- Disability insurance
- Employee assistance program
- Employee discount
- Health insurance
- Health savings account
- Life insurance
- Paid time off
- Professional development assistance
- Retirement plan
- Vision insurance