



CARNEGIE SCIENCE

Manager of Donor Relations

Washington, DC



*To encourage discovery and the application of knowledge
to the improvement of humankind*



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The Mission

Carnegie Science's purpose, as conceived by Andrew Carnegie, is to "encourage, in the broadest and most liberal manner, investigation, research, and discovery, and the application of knowledge to the improvement of mankind."

Andrew Carnegie founded Carnegie Institution of Washington, now known as the Carnegie Institution for Science, in 1902 as an incubator of scientific discovery. His ambition was to make the institution a home for exceptional individuals who were capable of working at the cutting edge of their fields independently from the vagaries of scientific fashion. Today, Carnegie scientists continue to lead in the fields of astronomy, Earth and planetary sciences, genetics and developmental biology, global ecology, materials science, and plant biology.



A Rich History

Carnegie Science has been home to many prominent scientists throughout its rich history. Its researchers have included Edwin Hubble, whose discovery of the expanding universe revolutionized astronomy; Charles Richter, who created the earthquake measurement scale that bears his name; and Vera Rubin, who confirmed the existence of dark matter. Many of Carnegie's leading researchers have gone on to achieve the ultimate accomplishment in scientific discovery, the Nobel Prize. Past recipients have included Barbara McClintock for her work in genetic inheritance, Alfred Hershey for determining that DNA contains the genetic code for life, and Andrew Fire for leading the development of RNA interference.

Research for All

At the institution's founding, much of its budget was dedicated to funding individual grants in a variety of academic fields, from astronomy and mathematics to anthropology and history. After Robert Woodward became president of the institution in 1904, the Board changed paths and began to provide support to research departments rather than individuals. This philosophy continues to this day and allows researchers to explore the most intriguing scientific questions in a team-based atmosphere of intellectual freedom.



Eye-Opening Exploration

Under its guiding philosophy of independent research, Carnegie Science has acted as an intrepid explorer, discovering new areas of inquiry for all scientists to develop. This broad approach has fostered entire new fields of science with undreamed of benefits, including contributions to hybrid corn, radar, Pyrex[®] glass, and methods of controlling gene expression. Working in six scientific departments on the East and West Coasts, Carnegie scientists continue to be at the forefront of scientific discovery.



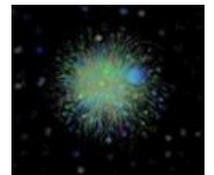
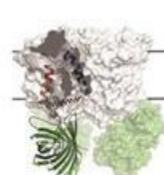
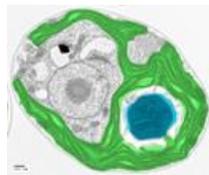
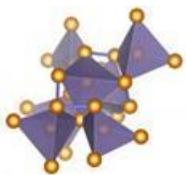
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The Culture

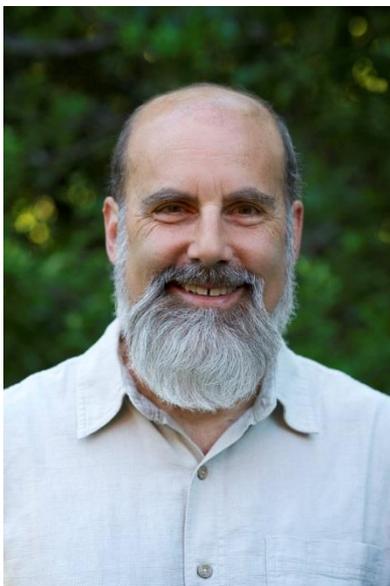
Carnegie's "experiment" has been a resounding success and the institution has earned a reputation for world-class, paradigm-shifting scientific research. The institution historically sought to fully support this work with its own internal endowment to insulate scientists from intellectual fashions and the changing priorities of external funders. But the institution's growth necessitated a deeper engagement with a broad network of funders who share its values and goals. The state of science today is a very expensive enterprise. Carnegie Science has built a solid foundation of private supporters, and broader support is needed to continue the caliber of research that Carnegie is known for and to continue the creation of a bold future for scientific progress

Sustainable Growth and Development

Carnegie Science has a substantial endowment of approximately \$1 billion to support its core research and operations. Under the leadership of President Matthew Scott, Carnegie Science is today turning its fundraising into a best-in-class program that will match and sustain the efforts of its world-class research teams.



Carnegie Science Leadership



In September 2014, Dr. Matthew P. Scott was appointed the 10th president of Carnegie Science. Before coming to Carnegie, Matthew was Professor of Developmental Biology, Genetics, Bioengineering, and Biology at Stanford University's School of Medicine, and served as director of Stanford's Bio-X institute from 2001-2007. Bio-X's mission is to catalyze discovery by merging disciplines "to create new knowledge of biological systems, in benefit of human health." During his tenure at Stanford, Matthew discovered the "homeobox," a component of many genes that control development. His lab group discovered the genetic basis of the most common human cancer, basal cell carcinoma, and the most common childhood malignant brain tumor, medulloblastoma. He completed his undergraduate and graduate work at the Massachusetts Institute of Technology and did postdoctoral work at Indiana University as a Helen Hay Whitney fellow. Matt has been awarded the Passano Award (1990), the Conklin Medal of the Society for Developmental Biology (2004), and the Pasarow Award in Cancer Research (2013).



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The Opportunity

Carnegie Science is in an important new era. Its President, Dr. Matthew Scott, is leading an institution-wide process to develop a strategic plan for Carnegie's next 10+ years. This moment creates an opportunity for a new Manager of Donor Relations to help execute fundraising strategies to advance that plan. Carnegie is seeking an ambitious, creative fundraiser eager to pursue new initiatives and build a best-in-class fundraising program. As an integral member of the Carnegie Institution's development team reporting to the Chief Development Officer, the Manager of Donor Relations will work with the CDO, Senior Managers of Individual Giving and Foundation Relations, and other development staff to create an institution-wide process for engaging, recognizing, and stewarding the institution's donors; deepening relationships; and expanding support for the institution's research. The Manager of Donor Relations will also play a primary role in developing standards for and drafting written donor communications to donors. Duties include:

Donor Engagement and Stewardship

- ❖ In consultation with the Chief Development Officer, design, execute, and continually evaluate a set of guidelines and procedures for acknowledgement, recognition, and stewardship of all donations.
- ❖ Work with the Senior Manager of Individual Giving to develop, implement, and monitor stewardship plans for each major donor, such as stewardship letters and reports, events, and thank-you gifts.
- ❖ Work with development staff to support Friends of Carnegie Science and other leadership donors.
- ❖ Develop and implement a process that facilitates the participation of Carnegie's research departments in donor recognition and stewardship activities.
- ❖ Establish and administer data selection and list segmentation mechanisms to target activities.
- ❖ Plan, coordinate, and supervise all major and principal donor events, including dinners and trips.
- ❖ Conduct regular research and assessments to enhance Carnegie's stewardship program, including periodic benchmarking studies of peer institutions and market studies of target audience perceptions.

Development Communications

- ❖ Take primary responsibility for the preparation of a high volume of comprehensive fundraising collateral—including briefings, letters, proposals, and reports—that reinforce the fundraising appeals of the institution's leadership and frontline fundraising staff.
- ❖ As lead writer, ensure that fundraising communications reflect the voices of senior leaders and staff and provide coaching to development staff to achieve this fidelity.
- ❖ Work with colleagues to craft appropriate and consistent language regarding Carnegie Science's fundraising.
- ❖ Identify and recommend communications strategies, vehicles, and messages to reach specific donor segments, match their interests to institutional priorities, and adequately recognize their gifts.

Institutional Engagement

- ❖ Provide regular guidance to leaders, scientists, volunteers and development staff on best practices in donor relations and stewardship.
- ❖ Work closely with support programs—including communications, events, research, accounting, and information technology—to ensure effective delivery of all programs.
- ❖ Deliver comprehensive stewardship assessment reports, providing regular follow-up and evaluation for all programs.



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The Candidate

The ideal Manager of Donor Relations will excel at the systematic engagement of prospects, supporters, and stakeholders. An excellent writer and speaker who is comfortable talking about science and who can also manage the development of multi-faceted long-term communication plans, s/he will be able to create a systematic and creative approach to engaging donors that includes a range of documents, events, and other forms of outreach. The Manager's communication and planning skills will be polished internally as well as externally; s/he will be able to build strong working relationships with Carnegie Science's many departments and to integrate them effectively into donor engagement activities. Specific qualifications include:

Background

- ❖ 5 years of professional experience, including at least 1 year of experience in a development or marketing role.
- ❖ Some experience as a frontline major gifts fundraiser and/or in a science-related field is preferred.
- ❖ Previous role coaching staff and volunteers is desirable.

Knowledge and Skills

- ❖ Familiarity with the major donor life cycle and understanding of the principles and best practices of stewarding stakeholders.
- ❖ Record of developing strategic and creative approaches to stakeholder communications and outreach.
- ❖ Excellent written communication skills, particularly in the development of public-facing persuasive documents; application of these skills in a portfolio of development communications is preferred.
- ❖ Ability to produce high-quality communications collateral at a high volume on tight deadlines.
- ❖ Demonstrated capacity to write effectively in the voice of a range of others.
- ❖ Technical literacy and comfort required to understand and creatively deploy complex data.
- ❖ Experience using database systems to analyze, manage, and monitor complex processes.
- ❖ Ability to listen carefully to and understand stakeholder needs, both internally and externally, and to respond proactively to those needs in a consistent and timely manner.
- ❖ Ability to offer diplomatic guidance that influences others in an organization.
- ❖ Bachelor's degree is required; degree in a communications or science field is preferred.

Personal Characteristics and Work Style

- ❖ Intelligence and professionalism that is essential to earning the respect of Carnegie Science stakeholders, including senior leaders, scientists, volunteers, and donors.
- ❖ Highly empathetic, collegial, and service-oriented, with an ethos of "no job too big, no job too small."
- ❖ Ability to take the initiative to work independently and to be a responsive member of internal teams.
- ❖ Reliability and discretion in handling sensitive, confidential matters.



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To Apply



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Questions, résumés, and CVs should be sent
to search@driconsulting.com

All first round interviews for this position will take place at Development Resources, *inc.* at 1820 N. Fort Myer Drive, Suite 702, Arlington, VA 22209, (703) 294-6684, or via telephone/video conference.

Carnegie Science is an Equal Opportunity Employer and is seeking a diverse slate of qualified candidates for formal consideration.



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