



# CARNEGIE SCIENCE

## Senior Manager of Individual Giving 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.

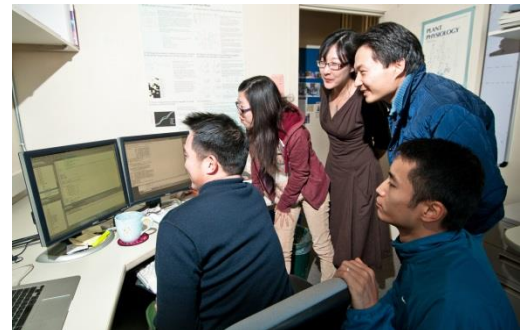


## A Rich History

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<sup>®</sup> 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.



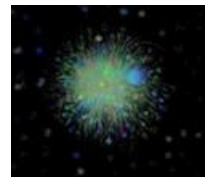
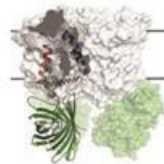
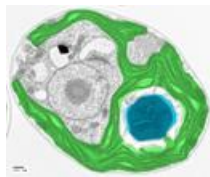
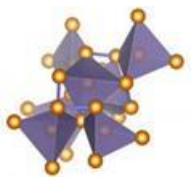
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# The Culture

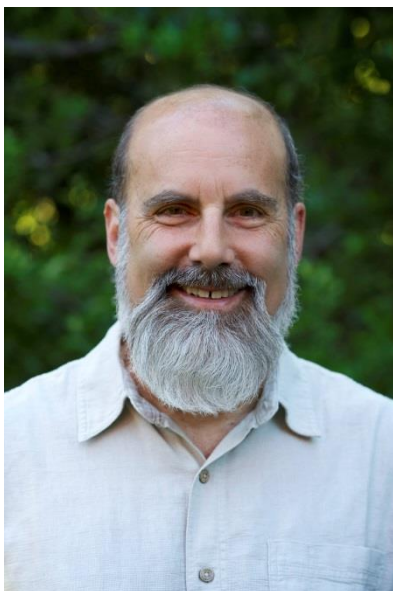
Carnegie’s “experiment” has been a resounding success and the institution has earned a reputation for world-class, paradigm-shifting scientific research. The institution historically sought to fully support this work with its own internal endowment to insulate scientists from intellectual fashions and 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 10<sup>th</sup> 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 Senior Manager of Individual Giving to help develop fundraising strategy 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 Carnegie Science's development team, the Senior Manager of Individual Giving will strive to create a culture of philanthropic giving. S/he will engage Carnegie's top donors, prospects, and trustees to motivate major giving and expand the institution's existing portfolio. Reporting directly to the Chief Development Officer, s/he will work with trustees, senior leaders, and scientists to secure restricted and unrestricted gifts that support Carnegie's research priorities and build a community of enthusiastic ambassadors for the institution. Specific responsibilities include:

## Program Planning

- ❖ Work with the Chief Development Officer to establish ambitious and achievable revenue targets for annual, major, planned, and campaign giving.
- ❖ Develop comprehensive strategies to build a pipeline of individual donors and to expand Carnegie Science revenue.
- ❖ Actively participate in long-range planning for the management of individual donor portfolios; includes leading the organizing and training of volunteers in the engagement and solicitation of major gift prospects.

## Portfolio Management

- ❖ Manage a portfolio of approximately 150 high-potential individual prospects through the complete major gift cycle, including identification, qualification, cultivation, solicitation, and stewardship.
- ❖ Identify, pursue, and develop relationships with a diverse population that lay the groundwork for 6-, 7- and 8-figure solicitations.
- ❖ Create and implement tailored moves management plans that deepen relationships, increase giving, and move donors up the giving ladder.
- ❖ Play a leadership role in a comprehensive set of efforts to deepen individual donor engagement in Carnegie Science, including the development of opportunities for donors to participate in prospect identification; the construction of a new philanthropic society of organizational ambassadors; and the identification and recruitment of potential members of the Board of Trustees.
- ❖ Manage leadership and staff participation in donor meetings and visits.

## Communications

- ❖ Participate in developing broad strategies for communicating effectively with prospects and donors
- ❖ Develop a supply case for support that effectively matches donor interests to Carnegie Science priorities.
- ❖ Oversee the preparation of cultivation, solicitation, and stewardship materials, including formal proposals and stewardship reports.
- ❖ Compile briefings to prepare the President and senior staff, scientists, and Trustees for donor visits.



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# The Candidate

The ideal Senior Manager of Individual Giving will have extensive experience in all facets of individual giving, from prospect identification to moves management systems to volunteer engagement. S/he will have a data-driven understanding of how to identify prospective donor communities and how to connect individual donor interests to institutional priorities, and s/he will combine this knowledge with excellent relationship management skills and with enthusiasm for direct donor outreach, including a robust schedule of donor visits and engagement of leaders and staff. In addition to fundraising expertise, the ideal Senior Manager will also have the ability to grasp scientific projects.

## Background

- ❖ At least 7 years in a development operation within a complex non-profit organization, including at least 3 years in an individual giving program.
- ❖ Some experience with a scientific community, including researchers and senior administrators.

## Knowledge and Skills

- ❖ Thorough understanding of individual giving behaviors and of the donor cultivation process.
- ❖ Proven ability to secure \$1M+ gifts from individual donors.
- ❖ Track record of developing successful major and planned giving strategies that expand the individual donor base, strengthen existing donor relationships, and grow revenue.
- ❖ Successful experience managing the highest-level volunteers in the fundraising process.
- ❖ Record of building trusting and productive relationships with stakeholders relevant to a major research organization—including scientists, senior administrators, trustees, and volunteers.
- ❖ Articulated, polished, and sophisticated oral communications skills, with the capacity to deliver presentations to high-level individuals and to be comfortable interacting with intelligent, influential, and high-net-worth individuals.
- ❖ Ability to provide wise and supportive coaching to junior development staff.
- ❖ Experience fundraising within a comprehensive campaign is preferred.
- ❖ Bachelor's degree required, advanced degree preferred.

## Personal Characteristics and Work Style

- ❖ Ability to take the initiative to work independently and to be a responsive member of internal teams.
- ❖ Highly organized work style, with the proven ability to efficiently manage multiple tasks and priorities under tight time constraints.
- ❖ Commitment to respectful communication and collaboration within a diverse community.
- ❖ Reliability and discretion in handling sensitive, confidential matters.
- ❖ Ability to marshal an unfailing integrity in support of the ambitious and aggressive pursuit of funding for Carnegie Science.
- ❖ Ability to travel regularly to meet with donors.



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To Apply



CARNEGIE  
SCIENCE

Senior Manager of Individual Giving  
Washington, DC

Questions, résumés, and CVs should be sent  
to [search@driconsulting.com](mailto: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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