



CARNEGIE SCIENCE

Senior Manager of Foundation 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.



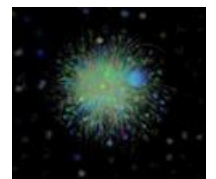
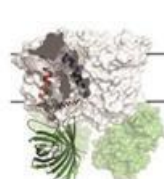
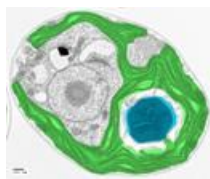
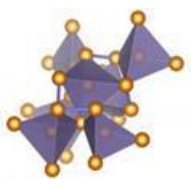
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The Culture

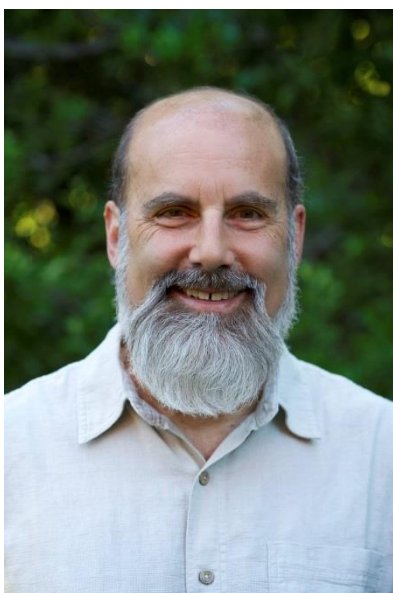
Carnegie's "experiment" has been a resounding success and the institution has earned a reputation for world-class, paradigm-shifting scientific research. The institution historically sought to fully support this work with its own internal endowment to insulate scientists from intellectual fashions and 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 Senior Manager of Foundation Relations 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 the Carnegie Institution's development team, the Senior Manager of Foundation Relations will take responsibility for managing Carnegie Science's relationships with private foundations whose philanthropic missions align with its scientific goals. Reporting directly to the Chief Development Officer, s/he will have a rigorous and entrepreneurial approach to the pursuit of funding opportunities and donor relationships and will be a sophisticated ambassador for Carnegie's scientists and cutting-edge research. The Senior Manager's efforts will sustain current relationships and develop new opportunities for foundation partnerships. Specific duties include:

Research and Development

- ❖ Build and maintain a thorough knowledge of Carnegie Science's priorities and activities.
- ❖ Develop a comprehensive strategic fundraising plan and annual prospecting strategy to build a robust pipeline of foundation donors and increase revenue.
- ❖ In collaboration with the Chief Development Officer, establish ambitious and achievable foundation funding targets and regularly monitor and report on progress against them.
- ❖ Create targeted cultivation, solicitation, and stewardship plans that maintain and expand giving levels.
- ❖ Maximize use of Carnegie Science's donor file and donor management system by maintaining accurate and timely records and regularly generating database reports.

Proposal Development and Grantwriting

- ❖ Oversee the grant calendar, including submission deadlines, the collection of data from program and finance staff, and the drafting and submission of proposals, updates, and stewardship reports.
- ❖ Draft customized letters of inquiry, concept papers, and proposals/reports and work with program staff to prepare them for submission.
- ❖ Initiate contact with program officers and serve as Carnegie Science's main point of contact during the proposal review process.
- ❖ Develop a plan to fully integrate leaders and scientists into the fundraising process; prepare and present briefing materials for the President, department directors, and lead scientists for cultivation meetings with foundation representatives.

Relationship Management

- ❖ Build and maintain both internal and external relationships with foundation prospects and donors and with Carnegie Institution headquarters, department, and development staff.
- ❖ Serve as lead relationship manager for a portfolio of foundation donors and oversee the assignment of foundation donors for cultivation by program staff.
- ❖ Provide exceptional service and maintain timely and effective communication for all donors.
- ❖ Engage foundation donors in a series of events, committees, and programs and leverage additional unexpected opportunities to deepen relationships and expand donor networks.



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The Candidate

The ideal Senior Manager of Foundation Relations will have extensive experience in all facets of institutional giving, from cultivation of external donors to collaboration with internal staff to high-volume proposal writing. S/he will have a keen understanding of the process of engaging foundation staff and of connecting programs to foundation priorities, as well as the intellectual and writerly flexibility to do this work in collaboration with internal staff who come from a diverse range of fields. The Senior Manager will have a working understanding of fundraising for scientific projects, including the ability to articulate the value of Carnegie's scientific projects and a working knowledge of foundations who give to scientific institutions.

Background

- ❖ 5 years in a development operation within a complex non-profit organization, including at least 2 years of foundation work.
- ❖ Experience working in a major scientific community with researchers and senior administrators.

Experience and Skills

- ❖ Successful track record of securing 7-figure foundation grants.
- ❖ Knowledge of all phases of donor pipeline management, including prospect research, cultivation, solicitation, and stewardship.
- ❖ Experience conceptualizing, planning, and implementing a strategic approach to packaging the work of researchers.
- ❖ Record of building trusting and productive relationships with stakeholders relevant to a major research organization—including scientists, senior administrators, trustees, and volunteers.
- ❖ Excellent written communication skills, with the ability to write and edit a large number of effective and compelling proposals.
- ❖ Demonstrated ability to write accessibly about complex scientific and technical matters.
- ❖ 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.
- ❖ Bachelor's degree required; degree or equivalent experience in a communications field is necessary with a degree in science writing 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 plan, meet deadlines, and 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 and confidential matters.
- ❖ Ability to marshal an unflinching integrity toward the ambitious and aggressive pursuit of funding for the Carnegie Institution.
- ❖ Understanding of and comfort with the intricacies of significant business travel.



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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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