



ASTRONOMICAL SOCIETY OF THE PACIFIC

DEVELOPMENT DIRECTOR

A Full Time, Exempt Position

The Astronomical Society of the Pacific (ASP) seeks a dynamic Development Director to lead our fundraising efforts and enhance our capacity to support astronomy education initiatives. The ideal candidate will have a passion for science literacy and be capable of building relationships with donors, stakeholders, and the community. The ASP is currently funded primarily by government grants and private sources. As we expand our range of programs, we are poised to expand that support to individuals, corporations, and foundations. The Development Director will be responsible for planning and launching a comprehensive fundraising strategy, including major gifts, foundation grants, and corporate sponsorships. They will create and maintain positive relationships between donors and the ASP, resulting in a variety of gifts. We offer a collaborative work environment, opportunities for professional development, and the chance to work with a passionate team dedicated to inspiring the next generation of astronomers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Development Director will create and maintain relationships with friends of the ASP by identifying prospective donors, running fund raising appeals and events, cultivating, soliciting, and stewarding gifts for programs and other projects approved by the ASP leadership team and Board. Though the ASP is based in San Francisco, we are flexible regarding working location as this position requires travel to develop relationships and close gifts. The Development Director reports to the COO and responsibilities include:

- Initiate contacts with potential major gift donors.
- Develop appropriate cultivation strategies for donors.
- Move potential donors in an appropriate and timely fashion toward solicitations.
- Make solicitations in collaboration with other ASP leaders and close the resulting gifts.
- Maintain stewardship contacts with donors.
- Demonstrate empathetic disposition and perseverance.
- Reflect an optimistic and positive attitude, conveying sensitivity to the needs of donors.
- Own and manage the donor database
- Adhere to the highest ethical standards.

Other duties may be assigned.

QUALIFICATIONS

- Experience in closing major gifts or grants.
- Able to and willing to seek input and collaborate with others.
- Willing to travel locally and out of state as needed.



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- Skilled in use of donor databases.
- Capital campaign experience is a plus.
- High degree of reading, writing and verbal skills.
- High level of organizational, record-keeping, and managerial skills.
- Ability to perform effectively in public speaking.
- Skilled in building relationships with a wide variety of people.

EDUCATION/EXPERIENCE

A bachelor's degree is required, plus five or more years of experience in the solicitation and acquisition of charitable gifts or related professional experience.

COMPENSATION AND BENEFITS

This is a full-time, exempt position with a salary range between \$120,000 and \$150,000 per year, dependent on experience. The position also includes medical, dental, vision, retirement, and other benefits. The Astronomical Society of the Pacific is an Equal Opportunities Employer.

ABOUT THE ASP:

The Astronomical Society of the Pacific (ASP) is a renowned 501c3 nonprofit astronomy organization headquartered in San Francisco, whose mission is to inspire and support professionals, educators, amateurs, and the enthusiastic public. Founded in 1889, the ASP develops and disseminates astronomy education kits, training programs, publications, education resources, and online services and tools in its mission to inspire youth and adults. The ASP's educational efforts target amateur astronomers and clubs, professional research astronomers, K-college classrooms, science museums, planetariums, national and state parks, nature centers, libraries, astronomy clubs, and families. The ASP partners with and receives financial support from NASA, the NSF, and other leading professional science and education organizations in North America and overseas. Financial support comes from a diverse portfolio of sources, including government agencies, private and corporate foundations, corporate sponsorship, earned revenue, and donations from ASP members and the public. The Society also publishes and receives revenue from two professional journals: The Proceedings of the Astronomical Society of the Pacific (PASP) and the ASP Conference Series (ASPCS). The Society's annual operating budget is approximately \$2.5 million. It employs a staff of 14 people in San Francisco and working remotely across the USA. The Society also holds several assets, including equity in the San Francisco headquarters, and a portfolio of restricted and unrestricted investment funds. These assets total about \$5 million.

HOW TO APPLY

Please send your resume along with a letter of interest on why you believe you are an ideal fit for this position to jobs@astrosociety.org