

# Associate Development Director

MITs, Inc (The Museum Institute for Teaching Science) is a not-for-profit corporation whose mission is to promote the teaching of participatory, inquiry-based science, mathematics and technology/engineering education in partnership with museums and other non-profit organizations. The Associate Development Director is responsible for working closely with the President of the Board coordinating the financial development/fundraising activities of MITs. The primary responsibility of the position is the development and enhancement of corporate partnerships and individual donor initiatives. Main responsibilities include activities related to donor cultivation, stewardship and asks. The Associate Development Director is an experienced non-profit development manager with donor development expertise. This a part-time position based in Quincy, MA.

## Job Responsibilities

- Research and identify potential funding sources to support MITs, Inc.
- Develop a corporate fundraising campaign
- Solicit corporate sponsorships/partnerships
- Create, develop and maintain relationships with donors/funders
- Develop fundraising materials and publications
- Maintain database of all contributions including individual contributions, corporate contributions and grants
- Support grant writing activities as needed

## Qualifications

- Bachelors degree with course work in development, marketing, communications, or related fields
- 3 or more years experience in development/fundraising positions, preferably with non-profit or academic institutions
- Previous success in soliciting and securing support from corporations
- Strong organizational and interpersonal skills
- Strong written and oral communication skills
- Computer skills – familiarity with Microsoft suite of products and comfortable working with databases, familiarity with FileMaker Pro a plus

## Compensation

Competitive salary based on experience/qualifications. Benefits include pro-rated 3 weeks vacation, holidays, and pro-rated health benefits. The part-time schedule is flexible to meet the successful candidate's needs.

To apply, send cover letter and resume to Sandra Ryack-Bell, Executive Director, MITs, 1354 Hancock Street, Quincy, MA 02169, 617-328-1515, [mits@mits.org](mailto:mits@mits.org). MITs is an equal opportunity employer. For further information about MITs, visit the MITs web site at [www.mits.org](http://www.mits.org).