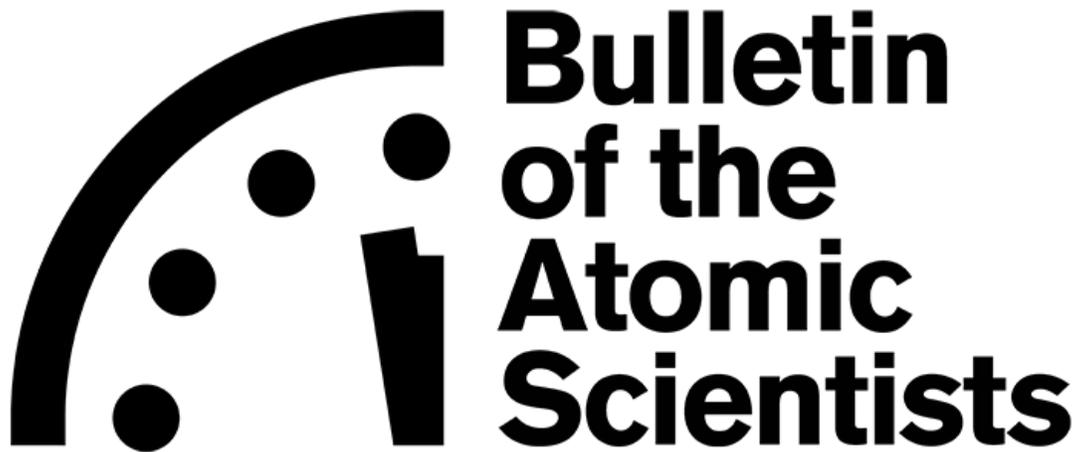


DIRECTOR OF INDIVIDUAL GIFTS



Bulletin of the Atomic Scientists
<https://thebulletin.org/>

ABOUT THE BULLETIN OF THE ATOMIC SCIENTISTS

The Bulletin equips the public, policymakers, and scientists with the information needed to reduce man-made threats to our existence.

As a non-profit independent media organization, the Bulletin uses free articles on its website, a premium digital magazine, iconic Doomsday Clock, and public events to advance actionable ideas at a time when technology is outpacing our ability to control it. The Bulletin focuses on three main areas – nuclear risk, climate change, and disruptive technologies – with the driving belief that because humans created these issues, it's our duty to control them.

We gather the most informed, influential, and diverse voices tracking man-made threats and bring innovative thinking to a global audience. We apply intellectual rigor to the conversation and do not shrink from alarming truths. With smart, vigorous prose, multimedia presentations, and information graphics, the Bulletin puts issues and events into context and provides fact-based debates and assessments.

For more than 75 years, the Bulletin has bridged the divides between scientific advancement, global security, and public engagement. The Bulletin is an independent, nonprofit 501(c)(3) organization.



POSITION DESCRIPTION

The Bulletin of the Atomic Scientists is looking for a creative, high-energy Director of Individual Gifts to develop and implement a comprehensive, metrics-driven annual giving program, drive long-term donor cultivation and stewardship, and grow revenue from various constituencies all to support organizational goals. This person will coordinate the Bulletin's annual fundraising plan, providing the short-term and long-term vision to this essential development function. The Director will manage a donor portfolio including donors to the Bulletin's Einstein Circle (donations of \$1,000+), as well as identify donors with potential major gift capacity and interest.



The person in this role will have a knack for uncovering opportunities and methodologies to convert support the Bulletin's cutting-edge reporting on nuclear risk, climate change, and disruptive technologies into gifts for the annual fund. Creativity and resourcefulness are vital skills required in this position. Candidates who thrive on innovation and a fast-paced workplace will feel at home.

The Director reports to and collaborates closely with the Chief Advancement Officer. The Director will, oversee the Advancement Services team, and collaborate regularly with members of the Digital, Communications and Major Gifts teams.

This is a hybrid position working remote and may require a few days a week at the Harris School of Public Policy at the University of Chicago.

The Director will exemplify the Bulletin's mission, vision and values and act in accordance with the Bulletin's policies and procedures.



KEY RESPONSIBILITIES

- ✓ Lead the development and execution of Annual Giving program; prepare, oversee and update annual solicitation calendar ensuring coordination of timing and messaging. Manage annual giving online fundraising platforms including developing giving forms, building email messages, and updating giving pages and content as needed. Collaborate with members of the Digital & Communications teams to ensure the Annual Giving program embodies the Bulletin's work and mission.
- ✓ Plan and execute effective direct marketing solicitations from start to finish utilizing the Bulletin's voice/style and industry best practices including design, developing content and writing copy. Oversee the advancement service team in selecting constituents, and prepare data files for print vendors and online appeals
- ✓ Manage cultivation, solicitation, and stewardship activities for a donor portfolio of approximately 75 current and prospective supporters.
- ✓ Grow and steward the Bulletin's Einstein Circle of donors (annual gifts of \$1,000 and more.)
- ✓ Partner with the Chief Advancement Officer to develop a stewardship plan for all Bulletin donors.
- ✓ Identify, cultivate, and solicit portfolio of annual donors with heavy emphasis on retaining/upgrading existing donors and reengaging past donors, as well as converting newsletter subscribers and the larger Bulletin community.
- ✓ Qualify prospects for capacity, ability, affinity, and access to support the Bulletin.
- ✓ Qualify donors for potential major gift capacity and interest. Provide appropriate background on prospects to be assigned to Major Gift portfolios.
- ✓ Develop in collaboration with the Communications team a communications strategy to educate and cultivate a culture of philanthropy in support of the Bulletin.
- ✓ Proactively manage projects by anticipating project needs and challenges to offer solutions and engage strategic partners.
- ✓ In collaboration with the advancement services team, analyze metrics and implement changes to achieve goals in donor engagement and participation across multiple online platforms such as online giving pages, social media, email, and web content.
- ✓ Supervise and work in tandem with the Advancement Services team on donor recognition, donor records, donor lists, process documentation and implementation of best practice
- ✓ Other duties as assigned.



QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- ✓ Bachelor's degree or equivalent experience required
- ✓ 5 years of successful fundraising experience
- ✓ Experience, preferably in secondary education in annual giving, development, advancement services, or related field
- ✓ Demonstrated nonprofit organizational track record
- ✓ raising annual funds
- ✓ Project management experience and supervisory experience a plus
- ✓ Strong interpersonal skills to communicate effectively with a wide-ranging audience, including leadership, staff, and external stakeholders
- ✓ Excellent verbal and written communication skills, a high-level of computer proficiency, and strong internet research skills
- ✓ Strong problem-solving skills, and an ability to use appropriate resources to solve an issue
- ✓ Clearly articulates goals and progress, and how funding strategies impact larger organizational goals
- ✓ Ability to maintain calm and courteous demeanor and to work productively despite workload, competing priorities, and complex problems
- ✓ Previous work experience with Salesforce desirable
- ✓ Advanced proficiency in the Microsoft Office 365 suite strongly desired
- ✓ Interest in international affairs, public policy, science/technology, or related discipline a plus



CANDIDATE QUALITIES

- ✓ A self-starter and team player with a sense of urgency who is driven to learn and continually identify and determine ways to improve their fundraising implementation and professional skills
- ✓ Adaptive and flexible; high energy; passionate; capable of learning quickly; excellent listener; positive and outgoing personality with a professional touch; sensitive to donor intentions
- ✓ Ability to handle sensitive and confidential situations and information with absolute discretion in accordance with internal policies and privacy laws
- ✓ Flexibility to take on other duties as assigned by the Chief Advancement Officer
- ✓ Commitment to the mission, vision, and values of the Bulletin of the Atomic Scientists including a demonstrated commitment to diversity, equity, and inclusion



BENEFITS

- Hybrid work options
- 15 days of PTO in your first and second years, 20 days after that
- 15 days of sick time
- 12 paid holidays and paid time off between Christmas and New Year's Day
- Medical, vision and dental benefits
- Flexible and dependent care FSA
- Commuter benefits
- Retirement plan with employer match

TO APPLY:

Applications and nominations are being received by [Noetic Search](#). Please submit a current resume & letter of introduction to Tina@Noeticsearch.com with subject line: Bulletin of Atomic Scientists.

For more information, please visit [The Bulletin of Atomic Scientists](#). All inquiries will be held in strict confidence.

The Bulletin is an independent, nonprofit 501 (c) (3) organization.

The Bulletin of the Atomic Scientists is an equal opportunity employer. We do not discriminate on the basis of race, ancestry, color, religion, gender, age, marital status, sexual orientation, national origin, medical condition, disability, veteran status, union membership or activity or any other basis protected by law.

