

Salinas Community Science Workshop

A fiscally sponsored project of Community Initiatives



Job Description

Director of Development

Salinas Community Science Workshop

Position Summary

The Director of Development works closely with the Director to promote and sustain the vision and activities of Salinas Community Science Workshop. The Director of Development will carry out many of the administrative, accounting, fiscal planning, and funder relations work of the organization.

Reports To

SCSW Director

Responsibilities

The Director of Development will assist in managing various aspects of SCSW programs. They will oversee some SCSW part-time staff and volunteers. They must be highly organized and have excellent management and communication skills. They should have a resilient nature and be able to persevere through long-term or challenging projects and situations. They should be flexible and able to adapt quickly to any situation that arises.

The Director of Development will be welcome to run programs, develop projects and work with students, though this will be second priority to the administration and organizational development tasks.

Administration – Coordinating with Community Initiatives in finance/accounting, insurance, and HR & payroll. Managing administration of program budgets and tracking finances; collecting data, reporting to funders; overseeing internal SCSW organization systems.

Development – Assisting with fundraising activities for all programs and staff, including personal salary, and including grant development from government entities and foundations;

donor outreach and engagement, annual campaigns, fundraising events; corporate and professional sponsorships, and special projects.

Communications – Promoting visibility and credibility of the organization through outreach, partner development, community outreach, newsletters, press, social media, and web presence.

Partnerships/Stakeholders – Work to grow positive, collaborative relationships with SCSW's various formal and informal partners including: administrators at various local districts and schools; teachers; local civic and community organizations and leaders; corporate and professional partners; science institutions; program participants and their families; and the Global Alliance of Community Science Workshops.

Program - Maintaining relationships with programmatic and professional partners. Assisting Director in organizing and executing programs.

Qualifications

The ideal candidate will have experience managing programs and working with small organizations. They will have a commitment to social justice and a keen understanding of equity issues related to educational opportunities; a vital sense of curiosity and a passion for lifelong learning; and cultural humility in regards to learning from and responding to the children and communities served by SCSW.

They should have some experience and/or great appreciation of science practice and/or study, passion for community-based education and pedagogy, specifically related to communities that are underrepresented in STEM and with limited access to educational opportunities. They will understand the enormous benefits to learning in STEM areas both for careers and for whole-person development, especially as pertains to low-income and underrepresented communities.

Necessary Qualifications

- Commitment to SCSW's vision and philosophy for fostering a love of science.
- Experience managing programs, ideally educational programs.
- Experience in development and working with funders.
- Experience managing a comprehensive budget with multiple funding sources.
- Ability to identify and pursue opportunities to collaborate with a range of organizations.

- Ability to think creatively and strategically about the broad goals of SCSW, while remaining focused on the detail-oriented work and required follow-through.
- Highly organized and able to work under pressure, prioritize multiple assignments, and consistently meet deadlines.
- Experience working with racially, linguistically, and ethnically diverse constituencies.
- Bachelor's degree or relevant work experience.

Desired qualifications

- Project management experience from idea creation, development, and implementation, including planning, logistics, and financing.
- Experience recruiting, training, and supervising staff.
- Minimum 5 years' relevant work experience.
- Relevant baccalaureate education including, but not limited to: public administration, accounting, nonprofit management
- Ability and willingness to travel as needed to other workshop sites and schools, and occasionally to partner with other Community Science Workshops.
- Spanish language proficiency.

Equal Employment Opportunity

Community Initiatives is an equal opportunity employer and gives consideration for employment to qualified applicants without regard to age, race, color, religion, creed, sex, sexual orientation, gender identity or expression, national origin, marital status, disability or protected veteran status, or any other status or characteristic protected by federal, state, or local law.

Compensation

\$64,480 to \$72,000 with full employee benefits, including comprehensive health, dental, and vision benefits and 401k options as guided by SCSW's fiscal sponsor, Community Initiatives.

Salinas Community Science Workshop

<https://www.cswsalinas.org> (in process)

instagram and twitter: [@cswsalinas](#)

facebook: [salinascsw](#)

Global Alliance of Community Science Workshops

<https://www.communityscienceworkshops.org>

Community Initiatives

<https://communityinitiatives.org/>