



## **Position Title: Development and Program Specialist, Arkansas STEM Coalition**

### **Organization:**

The Arkansas Science, Technology, Engineering and Math (STEM) Coalition is a statewide partnership of business, education, government and community leaders with a common agenda to graduate more Arkansas students prepared for the global economy. The Arkansas STEM Coalition plans, encourages, coordinates and advocates policies, strategies, and programs supportive of excellence in STEM in order to expand the economy of Arkansas and produce higher paying jobs. The Arkansas STEM Coalition is a catalyst providing the inspiration and opportunity to develop a well-trained STEM workforce that will make it possible for Arkansas to attract and maintain employers to the State as well as ensure that Arkansas is a key participant in the global workforce and economy. Arkansans will acquire knowledge and skills in STEM-related subjects, which benefit all community members for effective citizenry. The Arkansas STEM Coalition serves as an active proponent for economic and workforce development through STEM education by forming advocacy networks, fostering collaborative partnerships, securing funding and promoting public policy at the state and national levels.

### **Position Summary:**

The Development and Program Specialist reports to the Executive Director and is responsible for cultivating relationships with current and prospective donors to the Arkansas STEM Coalition, raising operating and program funding to meet budget needs, to support STEM programs, and to manage event related activities. In addition the Development and Program Specialist manages all aspects of the STEM programming with particular emphasis on state and regional conferences, STEM Girls state and targeted conferences, and other programmatic responsibilities.

### **Position Responsibilities:**

- Develop and implement organizational strategies to build and provide continuous growth in annual revenue from individuals, foundations, corporations, and grants.
- Grow and build an active and dynamic portfolio of individuals with capacity to give from \$1,000 to \$1,000,000 over time, and manage a limited annual giving program aimed at building the major gift pipeline.
- Develop grant funding opportunities, write proposals and manage grants.
- Create new business development partners statewide and cultivate, solicit and manage new donor relationships.
- Conduct diverse fundraising activities such as online fundraising appeals, presentations, and one-on-one asks.
- Oversee fundraising, donor recognition and appreciation events including organizing volunteer committees, soliciting monetary and in-kind donors, and event planning activities.
- Develop event media strategies, prepare and submit press releases, and organize press events.
- Maintain donor contact information in a database to track contacts, prepare mailings, conduct research for the organization and prepare solicitation letters, thank you letters, and invitations for fundraising endeavors.
- Develop, plan and implement targeted STEM conferences and meetings throughout the state for business, government, education, and the community.
- Attend regional, state and national STEM meetings when necessary.
- Develop an interactive educational, internship/mentoring partnership program that saturates the state.

- Organize information regarding STEM out-of-school opportunities including STEM Clubs, robotics competitions, STEM family nights, etc.
- Other duties as assigned.

## **Required Skills:**

### **Education**

Bachelor's degree in a related STEM field or in business or communications.

### **Experience**

- Demonstrated ability in general fundraising.
- Three or more years of experience writing grants, soliciting funds and managing programs.
- Experience in nonprofit organizations, with a preference for development experience.
- Database experience preferred.
- Proven history of successful program organization and implementation.

### **Knowledge, Skills and Abilities**

- Superior written and verbal communication skills.
- Ability to set and meet goals and manage budgets.
- Ability to manage multiple priorities.
- Knowledge of leadership and management principles as they relate to nonprofit/voluntary organizations.
- Highly adaptable in a small team, self-directed environment.
- Self-starter, able to work independently, has an entrepreneurial spirit, enjoys creating and implementing new initiatives, is hard-working, positive and a team-player.
- Must possess a valid driver's license and vehicle to use in performance of the job. Position requires some over-night travel within Arkansas.

### **Other Requirements**

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to: sit, walk, occasionally required to reach with hands and arms, continually required to talk or hear, occasionally required to bend, lift, or climb, frequently required to lift and carry light weights (25-50 pounds), and specific vision abilities include: close vision, distance vision, and ability to adjust or focus.

## **Salary and Benefits:**

- This is a full-time, salaried, exempt position.
- One day per month of annual leave (12 days per year).
- One day per month of additional leave for illness and requirements of life. (12 days per year).
- Holiday leave as described in the Arkansas STEM Coalition policy manual.

## **To Apply:**

Send resume and cover letter to: Suzanne Mitchell, Ph.D., Executive Director, Arkansas STEM Coalition, [director@arkansasstemcoalition.com](mailto:director@arkansasstemcoalition.com) Review of applications will begin immediately. This position is open until filled. This position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to perform any job related duties required by the supervisor. This document does not create an employment contract implied or otherwise, other than an "at-will" relationship. The Arkansas STEM Coalition is an affirmative action and equal opportunity employer.

**Website: [arkansasstemcoalition.com](http://arkansasstemcoalition.com)**