



1400 West Mars Hill Rd | Flagstaff, Arizona 86001-4499 | USA  
928.774.3358 | lowell.edu

## POSITION ANNOUNCEMENT

### PHILANTHROPY MANAGER

Responsible for cultivating, soliciting, and stewarding major gift donors to Lowell Observatory and the Lowell Observatory Foundation. The Philanthropy Manager utilizes the development process to create and maintain positive relationships between major donors and the Observatory resulting in a wide variety of significant gifts. This position coordinates with the Major Gift team and all members of the Philanthropy team. The Philanthropy Manager reports to the Senior Philanthropy Manager.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

Manages relationships with valued friends of the Observatory and is expected to identify, qualify, cultivate, solicit, and steward gifts from these friends as well as new donor prospects.

Responsible for soliciting major gifts for Observatory programs and projects and Foundation endowments using the development process.

- Initiates contacts with potential major gift donors;
- Develops appropriate cultivation strategies for donors;
- Moves potential donors in an appropriate and timely fashion toward solicitations;
- Makes solicitations and closes gifts;
- Maintains stewardship contacts with donors;
- Demonstrates empathetic disposition, and perseverance;
- Reflects optimistic and positive attitude, and conveys sensitivity to needs of the donors;
- Adheres to the highest ethical standards.

Works collaboratively with and in support of other Philanthropy team members, Observatory staff, Advisory Board members, and other volunteers to cultivate and solicit donors for identified priorities.

Manages a portfolio of primary prospects in assigned territories. Travels to primary territories as needed to develop relationships and close gifts.

Other duties may be assigned.

#### QUALIFICATIONS

- 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.
- Experience in closing major gifts or grants.
- Capital campaign experience.
- Able to and willing to seek input and collaborate with others.
- Expected 30-50% Travel (Local and Out of State).
- Skilled in use of donor data bases, Raisers' Edge a plus.

## EDUCATION/EXPERIENCE

Bachelor's Degree required; three or more years of experience in the identification, solicitation, and acquisition of major gifts or grants.

## WORKING CONDITIONS

Working at a computer and sitting for extended periods. Moving throughout Lowell Observatory's hilly campus at 7000 ft elevation, sometimes on uneven terrain. Speaking and listening, both in person and via telephone or video conferencing. Ability to lift files, office equipment weighing up to 35 pounds. Driving, sometimes at night.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

<b>Status:</b>	Full-time, Regular
<b>FLSA Classification:</b>	Salary/Exempt
<b>Compensation:</b>	\$85k - \$95k
<b>Location:</b>	Mars Hill Campus, Flagstaff, AZ
<b>Benefit Eligible:</b>	Yes*

### To Apply:

Please send the following documents to [jobs@lowell.edu](mailto:jobs@lowell.edu)

- Lowell Application ([www.lowell.edu/careers](http://www.lowell.edu/careers))
- Resume
- Letter of interest addressing your qualifications
- Phone numbers and e-mail addresses of 3 professional references

**We will begin the review of applications on July 8<sup>th</sup>. This position is open until filled.**

\*Benefits Overview: In addition to 11 scheduled paid holidays, Lowell Observatory offers a Flexible Paid Time Off policy for all full-time, benefit eligible employees which allows you to determine how much time you need to rest and enjoy yourself outside of work. Paid time off also includes paid Parental and FMLA leaves. The cost of premiums for medical, life & long term disability insurances for benefit eligible employees is 100% paid by the company. A portion of dependent medical insurance is paid by the company. Up to a 5% match on retirement contributions after 6 months of employment.

Lowell Observatory is proud to be an equal opportunity workplace and is an affirmative action employer. We are committed to equal employment opportunity regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity or Veteran status. Lowell Observatory has always been, and always will be, committed to diversity and inclusion. We seek individuals from all backgrounds to join our teams, and we encourage our employees to bring their authentic, original, and best selves to work.

Lowell Observatory sits at the base of mountains sacred to tribes throughout the region. We honor their past, present, and future generations, who have lived here for millennia and will forever call this place home.

Lowell Observatory is committed to providing access, and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. Our non-smoking campus is at an elevation of 7,200ft/2200m, and the LDT is 40 miles south of Flagstaff at an elevation of 7,800 ft/2370m. If you need a reasonable accommodation for any part of the application and hiring process, please notify the Human Resources office for assistance.