

**Discovery Science Center of Santa Ana wants you to be a part of our great team!**  
**Donor Relations Associate - LA**

Discovery Cube Los Angeles is a nonprofit organization dedicated to educating young minds, assisting teachers and increasing public understanding of science, math and technology through interactive exhibits and programs.

We are currently seeking a temporary/seasonal full-time **Donor Relations Associate** who can work in a fast-paced environment with the ability to multi-task and work with changing priorities. Individual must be driven, reliable, adaptable and a team player whose overall aim is to advance the goals of the Development office as a whole.

**Your Duties:**

- The Donor Relations Associate is responsible for management of all administrative aspects of the development office, including activities related to Annual fundraising and special events.
- The Donor Relations Associate plays a vital role by providing administrative support to the Development office and participating in all fundraising activities including, but not limited to, board and donor relations, direct mail appeals, grant writing, prospect research and special events.
- Performs and manages coordination of complex, confidential and sensitive issues of a broad scope related to donor relations, major gift fundraising, and communications which support the professional objectives and activities of the development department.
- Help to maintain goal-oriented, strategy-driven fundraising plans for all prospects.
- Support Director of Development with the prospect management system to facilitate management of overall donor pipeline.
- Assist Director of Development with proposal submittals for corporate grants and grants specific to fundraising events (Gala).
- Under the Directors supervision, the Donor Relations Associate will support the INNOVATORS / individual fundraising process by cultivation, stewardship and growing this segment.
- Conduct preliminary research on prospective corporate, foundation and individual donors.
- Organize VIP lunches, tours and special visitor requests.
- Assist in planning special events including: maintaining guest lists, gathering and preparing registration materials, coordinating catering, prepare updates and training materials if needed, and other duties as assigned for fundraising events.

**Our Requirements:**

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- High level of proficiency in Microsoft Word, Excel and PowerPoint
  - Database management experience – Raiser’s Edge or equivalent CRM preferred

experience a plus

- High level of proficiency in Microsoft Word, Excel and PowerPoint
- Database management experience – Raiser's Edge or CRM Preferred
- Action-oriented, decisive, quick study with proven ability to accurately analyze information and act
- Ability to work well under pressure: persistence, perseverance, tenacity, integrity and patience

**Bachelor's degree preferred**

**Compensation:**

based on experience

**How to Apply:**

E-mail employment application and resume to [jobs1a@discoverycube.org](mailto:jobs1a@discoverycube.org)