

# OZARK NATURAL SCIENCE CENTER

**Job Description: Development Officer**

**Reports to: Executive Director**

**Position Type: Full-time**

**Position Duration: 3 Years with possibility of extension**

**About ONSC:** Ozark Natural Science Center (ONSC) is a private, non-profit residential environmental education and conference facility located adjacent to the state-owned Bear Hollow Natural Area. With 8 miles of hiking trails, lodges, a classroom, and dining hall, ONSC provides quality residential science programming to the surrounding communities and states. ONSC's primary focus is residential (overnight) field science programs for public and private schools and all revenue obtained in other endeavors goes to support this primary audience. ONSC's teaching philosophy is hands-on and experiential, allowing for a broader and deeper understanding of the natural environment.

**Summary:** The Development Officer is responsible for working with the ONSC Board of Directors and Executive Director to develop and implement a multi-year fundraising campaign to build ONSC's endowment. This position is a salaried position and reports to the Executive Director. This is a 3-year position with the possibility of extension.

**Qualifications:**

- Values and appreciates education, children, nature, and natural sciences
- Leadership skills, self-motivation, ability to work on a team as well as independently
- Organized, detail-oriented, punctual, and efficient
- Strong communication skills for a wide variety of audiences
- Integrity, professionalism, ability to manage confidential information
- Ability to take existing ideas and programs and add creative new solutions
- Able to commute to the on-site office in Huntsville, AR
- Strong existing community connections and fundraising resources
- Excellent interpersonal skills to ensure successful relationships with partners, funders, and colleagues
- Minimum of 5 years prior experience with donor stewardship and major gifts, prospect research, and campaign management, preferably in Northwest Arkansas
- Demonstrable success in leading large fundraising campaigns

**Primary Duties and Responsibilities:**

***Fundraising***

- Work with ONSC Board of Directors and Executive Director to develop and implement a multi-year campaign to build ONSC's endowment

- Create and implement campaign goals, objectives, and timelines
- Conduct extensive donor research on current and prospective donors
- Work with admin staff to manage donor information in the database, including records of all profiles and correspondence, as well as donor and campaign reports
- Maintain a portfolio of major donor prospects and be responsible for cultivation, stewardship, retention, and upgrading
- Produce all capital campaign packets, supporting documentation, correspondence, and other campaign materials

**Other**

- Collaborate with the team to create a cohesive and safe work culture in which all are able to contribute effectively to ONSC's mission
- Represent ONSC in the community at large and at public and/or professional meetings.
- Maintain a creative vision for the future
- Other duties as assigned

**Salary:**

- Annual salary commensurate with experience, starting at \$65,000+ per year
- 16 days of Paid Time Off (which includes vacation, sick, and personal leave days) and 10 Paid Holidays as outlined in the Employee Manual for regular full-time employees
- Meals provided during work hours when school programs are in session
- Optional employee-paid dental and vision insurance
- Supervision, evaluation, appreciation, and professional development opportunities in accordance with ONSC personnel policies

ONSC celebrates diversity and is an equal opportunity employer. We seek employees, volunteers, and interns from a wide variety of backgrounds. All applicants will receive consideration without regard to race, color, religion, gender, gender identity and/or expression, sexual orientation, national origin, genetics, disability, age, veteran status, education, culture, or any other federal, state or local protected class.

**How to Apply:** Please apply by submitting your resume, cover letter, and 3 references to Rose Brown, Executive Director [rose.brown@onsc.us](mailto:rose.brown@onsc.us).