JOB DESCRIPTION

VICE PRESIDENT FOR INSTITUTIONAL ADVANCEMENT
CHABOT SPACE AND SCIENCE CENTER

OAKLAND, CA

COOK SILVERMAN SEARCH
336 Bon Air Center, Suite 300
Greenbrae, CA 94904

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ABOUT CHABOT SPACE AND SCIENCE CENTER (CHABOT)

Serving as a home for science and astronomy in Oakland since 1883, Chabot Space & Science Center is a beloved community-based institution with a long history of inspiring and educating learners of all ages about the wonders of the Universe and our own planet Earth.

Dedicated to rethinking and expanding the role of a traditional science center, Chabot has embarked upon an institution-wide transformation process over the last several years. Through this process, we have generated a new strategic direction, and a transformative vision for Chabot that transcends conventional science center models. Further deepening our opportunity for fresh approaches to science education, Chabot recently formed a partnership with NASA’s Ames Research Center to create engaging learning experiences and STEM career opportunities for communities and youth in Oakland and across the East Bay.

Chabot is located on a 13 acres campus, adjacent to Redwood Regional Park in Oakland amid the largest stand of coastal redwoods in the East Bay. Chabot features a 241-seat full dome planetarium, interactive and hands-on exhibits, space artifacts, a giant screen theater and the only research-level telescopes regularly available to the public for weekly live viewing in the Western United States.

For more information, please visit https://chabotspace.org/

POSITION OVERVIEW

Chabot Space and Science Center seeks an entrepreneurial, planful, mission-minded Vice President of Institutional Advancement (VP) to creatively provide the leadership, strategic direction, management and coordination for all Chabot fundraising, communications, corporate and government relations, marketing, graphic design, and public awareness efforts.

REPORTING RELATIONSHIPS

The VP reports directly to the CEO/Executive Director and manages a team of talented staff whose primary roles are to build relationships and strategies to advance the opportunities for revenue growth and sustenance for the Center. These activities include identifying, cultivating, soliciting, and stewarding donors at all stages of their philanthropic journey.

The VP works in close collaboration with the CEO/Executive Director, Board of Directors, and other senior staff and key volunteer leadership to achieve the fundraising and public awareness goals of the organization. This position serves on Chabot's senior leadership team.
PRIMARY RESPONSIBILITIES

Advancement/Leadership

- Innovatively develop and implement a long-range donor-centric development plan to include goals and objectives for annual operations and capital and endowment initiatives, including, but not limited to, a major individual gifts program, annual fund, foundation and government grants, corporate sponsorships, and gifts, planned giving, membership, and special events.
- Lead efforts to build a Culture of Philanthropy throughout the organization, engaging the full staff and Board in understanding the importance of philanthropy to Chabot’s mission.
- Build a planned giving program to cultivate a long-term giving strategy for the Center.
- Create and grow an individual major gifts program using a moves management strategy.
- Oversee membership program to build overall attendance, provide repeat and sustained participation in Chabot’s activities, and ultimately advancing the major gifts pipeline.
- Oversee the departmental budget including monthly and quarterly contributed income report, projections, analyses, and reconciliations with the Finance Department, writing support narratives for budgets, and monitoring performance against budget and collection of outstanding pledges in conjunction with the development staff.
- Partner with colleagues across the institution to develop institutional funding opportunities and priorities.
- Oversee stewardship, data, and gift tracking systems to ensure ongoing reconciliation with financial systems and integrity of data.

Board Relations

- Work with the Board of Trustees to develop strategies to initiate and meet aggressive fundraising Goals.
- Develop fundraising training for Board and other leadership volunteers.
- Attend all Board meetings and assume responsibility for all development reports to the full Board and the Development Committee
- Aid in the research and recruitment of new Board members.

Public Relations, Communications, Graphic Design, Marketing, and Advertising

- Works closely with the CEO/Executive Director, Marketing and Communications Manager, and other staff to develop an annual public relations and marketing plan.
- Serve as a spokesperson for Chabot, including speaking to press, elected officials and other external stakeholders.
- In close coordination with the Marketing Director, oversee development of all marketing communications material, including collateral materials, publications (Annual Report, Voyager Newsletter, etc.), web communications, and creative marketing concepts in support of all Chabot programs to increase visitation, and optimize earned and contributed revenue.
- Manage graphic design team on strategy and prioritization to further strengthen Chabot’s brand.

Government Affairs

- In coordination with CEO/Executive Director, Board of Directors, develop strategies to gain government support, and actively cultivate support through outreach to elected and appointed officials.
- Work with Center’s lobbyist to identify and solicit local, state, and government funding through RFP processes and individual outreach to agencies and officials.
• Work with CEO/Executive Director and NASA Ames Research Center’s Leadership and OCOMMs team to further build relationship between the two organizations and accurately represent the NASA brand.
• Other duties as needed.

QUALIFICATIONS

• Proven experience with success in all areas of advancement including annual fund, membership, major gifts, corporate and foundation, events, and planned giving
• Demonstrated experience raising five, six and seven figure gifts from individuals
• Strong intellectual curiosity
• Entrepreneurial mindset
• Capital campaign experience, including experience with all phases including feasibility and strategy
• Excitement around the concept of working on something while it is being built
• Exceptional interpersonal and relationship-building abilities with a collaborative approach to working with co-workers, volunteers, and donors; a natural team-builder
• Knowledge of and experience with creating, marketing, and growing a planned giving program
• Experience working with board members and other volunteers to educate and motivate themselves, their friends, and colleagues to support the mission
• 10+ years of fundraising experience with progressive growth towards senior leadership
• 5+ years supervisory experience
• Experience with MS (Word, Excel, PowerPoint), Google Suite, Altru (desired); experience with data analytics and evaluation of systems highly regarded
• Effective communication, problem solving skills, and presentation skills including public speaking
• Self-awareness and openness to new philanthropic trends and practices
• Commitment to working collaboratively in an anti-racist organization
• B.A. degree preferred in relevant field required; M.A. or M.B.A desirable; fundraising certifications appreciated or equivalent experience
• English language proficiency in both spoken and written form
• Demonstrated achievements as an adaptive change agent, collaborator, coach, and team and coalition-builder
• Passion for and dedication to the mission of Chabot

Covid-19: Chabot Space and Science Center follows the Oakland policy on vaccinations – all Chabot staff are 100% fully vaccinated and boosted against Covid-19.

SALARY OR SALARY RANGE

The salary range for this position is $140,000 to $170,000 plus full benefits.

To demonstrate our commitment to equity and equal pay for all, Cook Silverman Search posts salary ranges on all its job descriptions. The practice of not posting salaries perpetuates the gender wage gap and discriminates against people of color by causing individuals to negotiate from a disadvantaged starting point.

TO APPLY

To apply for this position, or for additional information on the opportunity, please send a copy of your resume with a cover letter to Victoria Silverman at apply@cooksilverman.com.
All applications and inquiries will receive a response and be kept strictly confidential.

CHABOT SPACE AND SCIENCE CENTER DEI STATEMENT

Chabot is committed to creating an inclusive, equitable, diverse, and accessible working and learning environment that reflects the communities we serve. It is Chabot’s policy and practice to consider all qualified candidates without regard to race, religion, color, national origin, age, sex, sexual orientation, disability, or veteran status.