

Donor Engagement Manager

The Organization

As an independent research organization, the **Morgridge Institute for Research** explores uncharted scientific territory to discover tomorrow's cures. In affiliation with the University of Wisconsin-Madison, we support researchers who take a fearless approach to advancing human health in emerging fields such as virology, advanced multi-scale fluorescence and electron microscopy, metabolism and regenerative biology. Through public programming, we work to inspire scientific curiosity in everyday life.

The Opportunity:

The Donor Engagement Manager will serve as a key member of the development team for the Morgridge Institute for Research. As a member of the Development Team, the Donor Engagement Manager will be responsible for directing all development engagement and donor cultivation programs, implementing development strategies with internal and external partners, and serving as a public representative of the Institute. Reporting to the Chief Development Officer, the manager plays a key role in advancement activity for the institute and works closely with Morgridge leadership, investigators, and staff to achieve development goals. The Morgridge Institute is an organization committed to serving society through our efforts to improve human health, spark scientific discovery and embrace public engagement programs that make an impact well beyond our walls.

Primary Responsibilities

Donor Engagement Strategy

- Develop and manage a donor engagement strategy that helps achieve development goals. The engagement strategy should focus on:
 - Identification of potential donor prospects: Through engagement opportunities, identify people that are interested in the Morgridge Institute to be included in acquisition strategies.
 - Donor cultivation: Provide opportunities for donors and supporters to learn about the institute and deepen their relationship with the institute. Provide opportunities for development team to meet donors and qualify them as major giving prospects.
- Produce, maintain, and coordinate a creative and engaging 18 month rolling development events calendar.
- Plan and implement in-person development events in partnership with development and institute personnel, including donor recognition events (Explore Morgridge, private dinners with investigators), lectures, receptions, small group donor experiences, etc., that are informative and fun. Responsible for content development and logistics.
- Plan and implement virtual development events in partnership with with development and institute personnel, including **Fearless Science Speaker**

Series webinars and virtual broadcasts of live events. Responsible for content development and logistics.

- Plan and implement Fearless Science Tour strategy, including content development and logistics.
- Plan and implement additional engagement activities to increase the visibility of the institute to new people, including but not limited to sticker offers and newsletter opt-ins.
- Build and maintain relationships with internal stakeholders, including primary investigators, staff scientists, postdocs, grad students and administrative staff.
- Build and maintain relationships with external stakeholders that assist with development events.
- Work with communications team to add development strategies to communications efforts, including but not limited to sticker offers or newsletter opt-ins.
- Provide customer service to event participants through clear communication, friendly demeanor, and providing information for questions and feedback
- Represent Morgridge externally, including moderating panel discussions and attending community events.
- Assist in conception and delivery of institutional advancement strategies, programs, goals, processes, and policies.
- Stay informed of current institute research and activities.
- Other miscellaneous duties as required.

Requirements

To perform this job successfully, an individual must be able to perform each primary duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations will be considered and may be made to enable individuals with disabilities to perform the primary responsibilities.

Education and Experience

- One to three years of previous experience with successful fundraising program coordination, development event planning, donor recognition, or other closely related experience.
- Bachelor's degree preferred
- Experience with development programs related to biomedical, scientific, or technological institutions preferred

Knowledge, Skills and Abilities Required

- Demonstrated skills as a project or event manager with a preference for fundraising or engagement-focused project management experience.
- Strategic skills to craft and implement outstanding development event plans and programs.
- Advanced program or event planning skills with high attention to detail. Excellent, organization, execution, and evaluation skills in order to meet goals are essential.
- Ability to effectively communicate with internal and external contacts including university leaders, scientists, and community members

- Ability to demonstrate high level of creativity and solve problems effectively
- Ability to prioritize and plan multiple projects accordingly
- Ability to work both independently and as a trusted team member
- Ability to follow through on plans and communicate effectively with other members of the Institute
- Excellent capability in developing and delivering effective presentations; writing correspondence that is eloquent, compelling, and grammatically correct.
- The ability to understand and convey the mission of Morgridge, as well as complex scientific information
- Ability to maintain high level of confidentiality
- Unquestioned integrity

In order to insure the safety of our workplace, proof of COVID-19 vaccination is required unless an exemption is granted for medical, disability or religious reasons.

Minimum salary starting at \$65,000 annually.

To Apply:

Qualified individuals interested in this opportunity are required to submit a cover letter and resume at: <https://morgridge.org/job-posting/donor-engagement-manager/>