

Roper Mountain Science Center
Greenville County Schools

Position: **Community Engagement Specialist**

Major Responsibilities

1. Work with leadership to identify funding needs, funding targets, and approaches to obtaining the resources needed to reach the goals outlined in the Roper Mountain strategic plan.
2. Execute a comprehensive fundraising program that includes efforts directed to individuals, corporations, foundations, government, and granting agencies.
3. Design and implement a comprehensive stewardship strategy that deepens donor engagement and retention, including regular communications, personalized thank-you letters, and impact reports.
4. Enhance the Center's positive presence in the community and grow its visibility and value in the eyes of government, business and industry through presentations and providing tours and other means.
5. Research, prepare and submit grant and foundation proposals, acknowledgement correspondence and reports required by granting agencies; monitor and ensure timely reporting.
6. Seek new revenue streams through new or expanded programs.
7. Assist with the communications, public relations, marketing materials, annual report and social media messages to position RMSC advantageously.
8. Assist with annual fundraising event designed to raise operating income and community awareness.
9. Ensure integrity of data with appropriate record keeping and use of donor CRM.
10. Other duties as assigned.

Qualifications:

1. Proven experience building community partnerships.
2. Organized, detail-oriented, and able to manage multiple priorities.
3. Knowledge of STEM education helpful with a strong commitment to student education, customer service and creative problem solving.
4. Dedication to the mission, vision, and brand of Roper Mountain.

Employment Terms

245 day employee with benefits. .8 FTE, 30 hours/week. Daily schedule TBD with Director.

Salary scale (\$40,000-\$63,000)

To apply please send your letter of interest and resume to Audrey Pyle apyle@greenville.k12.sc.us

Roper Mountain Mission

To ignite the natural curiosity of all learners to explore and shape their world.

Roper Mountain Vision

To be a pinnacle of innovative learning, an engine for community engagement and a national leader in science education.