

*Science ATL Inc. is a 501(c)(3) nonprofit organization that **brings people together through the wonder of science**. Our mission is to cultivate an equitable community of lifelong learners across metro Atlanta who are connected and inspired by the wonder of science. Founded in 2014 by Emory University, Georgia Tech, and Metro Atlanta Chamber, the organization leads school STEM programs and produces public science events including the annual Atlanta Science Festival.*

Science ATL seeks to hire a **Development Manager** to develop and execute an annual fundraising plan designed to nurture existing relationships and identify and grow revenue from individuals and events. The Development Manager will work in close partnership with the co-Executive Directors to activate Science ATL's individual donor base throughout the year. The Development Manager will play a fractional role in supporting revenue-generation activities with institutional funders.

The ideal candidate is a strategic thinker and systems-focused operator behind the scenes, as well as a skilled relationship-builder in person. They can craft and execute a fundraising plan, maintain systems to document efforts and track success, stay focused on metrics and adhere to timelines, and maintain the warm personal relationships necessary for donor acquisition and stewardship.

This is a full-time exempt position reporting to one of two co-Executive Directors, and is based in Decatur, GA. The position is primarily remote, with biweekly in-office staff meetings, and frequent in-person donor/prospect meetings and in-person event attendance expected.

Job Responsibilities:

- Create and execute an Annual Fundraising Plan to steward existing donors and establish a pipeline of new prospects to increase revenue. The Plan will include goals, tactics, timelines, and key metrics, creating a playbook to guide future activities. Goals will be set collaboratively.
- Maintain a dashboard to track progress toward goals and provide regular updates to leadership.
- Lead the individual giving efforts to identify, cultivate, solicit, acknowledge, and steward supporters.
 - Develop and execute strategies for prospect research, donor communications, and stewardship activities
 - Conceptualize impact-driven integrated fundraising campaigns across email, social media, digital platforms, events, and direct donor outreach in collaboration with Science ATL's communications team.
 - Grow the major gifts program in partnership with the co-Executive Director.
 - Plan and execute 1-2 small- to medium-sized fundraising events annually.
 - Develop strategies to convert event attendees, volunteers, and community partners into donors.
 - Manage and maintain the donor database (in Neon CRM) and optimize moves management for long-term donor growth.

- Strengthen fundraising systems, reporting processes, and campaign tracking in partnership with staff.
- Engage Board members in fundraising efforts, in partnership with the co-Executive Directors.
- Represent Science ATL at community events and meetings.
- Support the co-Executive Director on foundation grants and corporate sponsorship efforts.
- Engage in professional growth opportunities by participating in local and national professional groups.
- Participate in occasional Science ATL events and assist with other tasks as needed.
- Work occasional weekends and evenings, as needed, for events.

Qualifications:

- 3-5 years of non-profit fundraising experience, including events, communications, donor solicitation and stewardship
- Experience managing and leveraging data from donor CRMs, preferably Neon CRM
- Excellent writing and verbal communication skills - a compelling storyteller.
- Has a systems-focused approach to work
- Adept at communicating with diverse individuals
- Ability to work independently in a remote office environment
- Ability to travel throughout the greater metro region to meet prospects and donors
- Familiarity with metro Atlanta and its non-profit ecosystem
- Elements of this job will require being able to carry/transport objects of up to 50 lbs
- [bonus:] Social media content creation, including video
- [bonus:] Experience using Airtable, Neon CRM, Slack, Canva, Google Workspace

Salary & Benefits: \$65,000 - 75,000. Benefits include medical/dental, 401k, generous PTO, professional development, and home office allowance.

Closing Date: July 26, 2026 or until the position is filled. Applications will be reviewed on a rolling basis.

To apply: Submit cover letter and resume at <http://scienceatl.org/careers>

Science ATL Inc. welcomes applicants from all backgrounds and identities. We foster a joyful workplace environment that celebrates diversity.

Our work culture is a casual, fun-loving environment behind the scenes, with a polished face to the public and our partners. Attention to detail and professional communication are extremely important. We expect team members to work both independently and collaboratively, and to support one another. Employee voices and ideas are valued. Initiative is expected. An ideal team member has warmth, a sense of humor, a collaborative spirit, commitment to equity, a love of science, a growth mindset, and the ability to maintain professional relationships with diverse people.