



Union of Concerned Scientists

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Director of Stewardship and Engagement Remote



Union of Concerned Scientists

The **Union of Concerned Scientists (UCS)** is a national organization founded 50 years ago by faculty and students at the Massachusetts Institute of Technology, who sought to use the power of science to address global problems and improve people's lives. UCS's founders knew that evidence-based decision-making would be critical to solving many challenges facing humankind. The Union of Concerned Scientists puts rigorous, independent science into action, developing solutions and advocating for a healthy, safe, and just future.

Today, UCS is composed of nearly 215 staff who undertake the charge to analyze, expose, advocate, and activate. UCS staff combat efforts by special interests to sow doubt about science in the policymaking process. They conduct rigorous independent research that has helped generate meaningful solutions, including the adoption of more stringent fuel economy standards for cars and trucks, renewable portfolio standards for energy production, and whistleblower protections for government scientists.

UCS is collectively working to:

- ✓ Slash our global warming emissions in the energy and transportation sector to achieve a net-zero carbon future.
- ✓ Avoid another nuclear arms race and restrain the US president's current sole authority to launch nuclear weapons.
- ✓ Create a food system that is healthy and sustainable.
- ✓ Ensure that the best available science underpins health and safety protections for all and that solutions to all these problems simultaneously advance racial and economic equity.

Mission

The mission of the Union of Concerned Scientists is to use rigorous, independent science to solve the planet's most pressing problems. Joining with people across the country, they combine technical analysis and effective advocacy to create innovative, practical solutions for a healthy, safe, and sustainable future.

Values



Science

...in the service of people and the planet.



Justice & Equity

...for people of all races and incomes – now, and for future generations.



Courage

...to make principled, science-based stands in the public arena.



Integrity

...to always examine evidence critically, openly, and honestly.



Democracy

...to promote a voice for all in government decisions.



Action

...inspiring and mobilizing people to build a healthier, safer, and more just world.

The Opportunity

The **Director of Stewardship and Engagement** will develop, drive, and coordinate UCS's externally-facing presence and key constituency development. This role, which reports to the Chief Development Officer, directly oversees the activities of the two-person Donor Engagement and Events team (E&E), which serves to cultivate, steward, and retain UCS supporters. The Director will also manage and coordinate activities across the Planned Giving team, Membership team and Stewardship team, who are responsible for cultivating, soliciting, stewarding and overall engagement of UCS's giving societies—Henry Kendall Society, Partners for the Earth, and Kurt Gottfried Society.

The Director will play a strategic role in both long-term development planning and will oversee day-to-day stewardship, engagement and event activities. The Director oversees the stewardship and engagement efforts for all UCS donors through designing and overseeing meetings, events, and materials production, and will delegate tasks to the Manager and Associate, bringing strategic thinking to amplify the impact and reach of UCS programming. The Director leads cross-organizational UCS event coordination, ensures donor relations best practices for greater member engagement and visibility, and will pioneer UCS' event marketing strategies in partnership with the Communications team. The Director works to advance UCS's relationships and will represent the organization to UCS supporters, prospects, and National Advisory Board members, including other partners.

In collaboration with the CDO, the Director will: lead the recruitment of National Advisory Board members, organize regional meetings of NAB, and oversee communication with NAB members; lead cross-team meetings to ensure effective communication, brainstorming, and information sharing; assist in the coordination of annual planning and budgeting.

GENERAL DUTIES AND RESPONSIBILITIES

- ❖ Provide leadership of the donor engagement efforts for the department and devise strategies for effective messaging and engagement at all levels of UCS membership.
- ❖ Supervise E&E Manager and Associate in execution of their responsibilities and provide training, coaching, and guidance in meeting goals and professional growth. Will provide regular feedback and conduct annual performance reviews.
- ❖ Serve as department representative in relevant meetings, including department Director's meetings, joint Directors/JEDI committee meetings, regular Development department, cross-team, and cross-organizational meetings.
- ❖ Ensure that organizational work at the intersection of racial equity and justice is consistently represented through donor communications and events, and that the universe of voices in written materials and programming appropriately represent diversity within UCS staff and the population.
- ❖ Oversee schedule of event, cultivation, and collateral activities, ensuring timelines are developed, deadlines are met, and process and product meet UCS best practices and standards.

The Opportunity (continued)

- ❖ Ensure regular reviews and updates of acknowledgement letters and thank you call scripts to reflect current UCS messaging and priorities.
- ❖ Serve as the thought partner across teams and pilot and test new strategies—including new virtual event formats and event marketing techniques—for amplifying UCS programs and brand to connect with supporters, activists, and potential members.
- ❖ Maintain relationships with key partners throughout the organization whose work intersects with the goals of the E&E team: colleagues in Communications, campaign leads and organizers, Science Network staff, Data Operations Executive department support staff, etc.
- ❖ Through regular meetings and communication, identify opportunities for alignment and partnership across teams, and serve as a resource for event and communication best practices.
- ❖ Stay apprised of industry best practices for event and donor stewardship activities, engaging in professional content through webinars, conferences, articles, and other sources of information to inform and refine strategies.
- ❖ Maintain department budget, tracking expenses, provide budget updates as needed, reconcile spending with Finance reports, make recommendations for mid-year budget review process, and assist Chief Development Officer with budgeting for annual planning process.
- ❖ Maintain UCS profile on charity rating sites and other platforms. Actively seek out new places to elevate UCS's profile in order to appeal to key prospect constituencies.
- ❖ Participate in annual program workplan review discussions with department colleagues.
- ❖ Ensure quarterly stewardship metrics reports provide accurate and comprehensive data and analysis and are submitted to Chief Development Officer within a timely fashion.
- ❖ Review and update the Stewardship Matrix twice a year to ensure consistent engagement appropriate to organizational relationship.
- ❖ Review and evaluate sources of donor feedback, including donor survey responses, direct conversations via Development Officers, and other means of input that provide insight into donor interests and inform donor communication strategies.
- ❖ Maintain working familiarity with CRM System, including a comprehensive understanding of Constituent Codes and Approach Restrictions, National Advisory Board and Event coding, and basic queries and exports.
- ❖ Work closely with Major, Mid-Level, and Planned Gift officers in executing events to cultivate their unique audiences. Ensure that the E&E team and stakeholders meet regularly to review timelines, tasks, and workflow expectations, and stay in active communication to ensure clear coordination.
- ❖ Partner with the Chief Development Officer on the conception and implementation of National Advisory Board meetings and related activities and events.





The Candidate

Key Qualifications:

- ❖ Bachelor's degree and at least 10 years of comparable experience is required, including communicating with the public; work with high-level donors and Board members; and event planning.
- ❖ Excellent strategic thinking, project management, writing, and organizational skills with experience in scheduling in-person and virtual events.
- ❖ Must have exceptional attention to detail, strong written and oral communication skills, and the ability to manage multiple tasks in a deadline-driven environment.
- ❖ Certifications in project management, inclusive event design, and/or virtual event planning, and digital engagement are desirable.
- ❖ Management experience and/or appropriate training is required with previous work in fundraising, working with high-level donors.
- ❖ Familiarity with Raiser's Edge database preferred.

At UCS, comparable training and/or experience can be substituted for required degrees when appropriate.

The UCS Culture

UCS is committed to building an inclusive workplace culture where talented people of widely diverse backgrounds can thrive. We believe the inclusion of diverse perspectives will improve our work and produce better societal and environmental outcomes for all, including historically disenfranchised communities. All staff participate in this commitment whether internally, in building a welcoming workplace culture and /or externally, in ensuring inclusive engagement with supporters, media, vendors, allies, and others.

Union of Concerned Scientists

Submit your application at:

(<https://driwaterstonehc.com/position/director-of-stewardship-and-engagement-union-of-concerned-scientists/>).

Compensation:

\$148,361-\$166,900 per year.

Location:

Full-time remote. Preference will be given to candidates based near Cambridge, MA, or San Francisco, CA.

Equal-opportunity Employer

Union of Concerned Scientists provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type on the basis of race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and professional development.

DRiWaterstone has been exclusively retained for this engagement. All first-round interviews for this position will take place via video conference with DRiWaterstone.

About DRiWaterstone

DRiWaterstone is a women-founded and led executive search firm recognized by Forbes magazine as one of the leading executive recruiting firms in the U.S. With a focus on purpose and mission-driven organizations, we provide executive search and strategic consulting services to help regional, national, and international clients grow, thrive, and excel.