



**THE WOODS HOLE RESEARCH CENTER**

**Fundraising Professional  
Foundation & Corporate Relations  
Job #LCFP01**

**SUMMARY:** The Woods Hole Research Center seeks an experienced full-time fundraising professional to manage foundation and corporate relations. The successful candidate will report to the Vice President and Director of Development, and will contribute significantly to the planning, organization and execution of a comprehensive program to expand private gifts and grant support from corporations and foundations. The position will maintain effective stewardship of existing foundation and corporate donors, including taking the lead in identifying and securing funding from new donors. This will include the identification, research, solicitation and appropriate stewardship of these prospects. The candidate will work closely with WHRC scientists and staff to coordinate the proposal development and submission process, and manage all associated deadlines and reporting. This position requires interpersonal skills, a professional demeanor and proficiency in Word, Excel and PowerPoint.

**Responsibilities:** The successful candidate will:

- Create proposals, project descriptions, case statements, briefings, profiles and other materials to support corporate and foundation approaches, cultivation, and stewardship.
- Coordinate on and off-site visits with donors independently and with WHRC leadership and scientists as appropriate
- Develop and maintain a working knowledge of WHRC's research and priorities; knowledge of scientists interests and areas of expertise.
- Draft internal and external communications as needed Steward key institutional relationships and formulate strategies for raising maximum corporate and foundation support for WHRC priorities
- Manage multiple projects with a result-oriented and driven strategic approach to fundraising and problem solving
- Work closely with the Senior Management and finance team to coordinate tracking, reporting and deadlines for private foundation grants
- Support development team in executing fundraising events and work closely with WHRC Board of Directors
- Handle confidential information with complete discretion. Travel will be required.

**Qualifications and Experience:**

- Bachelor's degree in Liberal Arts, Communications or equivalent, 3-5 years directly relevant development or grant experience
- Applicants should have excellent written and oral communication skills (writing samples will be required)
- Experience with Raisers Edge, or other fundraising software is helpful
- Knowledge and interest in environmental science/issues is helpful
- Exceptional interpersonal, presentation and communication skills, with the ability to interact with a wide range of constituents, including scientific experts and donors.
- Ability to work well independently and as part of a dynamic team in a constantly evolving environment, with people of diverse backgrounds, cultures and nationalities

**Application deadline: December 20, 2010.**

**Desired Start Date:** January 2011

**Salary Range:** \$50,000-\$60,000, with full benefit package, exempt position

**Application Instructions:** To apply, please send cover letter referencing **Job #LCFP01**, curriculum vitae, and contact information for three references to [jobopenings@whrc.org](mailto:jobopenings@whrc.org).