



Job Posting: **DIRECTOR OF DEVELOPMENT**

Sea Education Association (SEA), www.sea.edu, invites applications for a full-time Director of Development.

About SEA: SEA is a non-profit educational institution and an internationally recognized leader in undergraduate ocean education. Since 1971, SEA has educated undergraduates about the world's oceans through its Boston University accredited study abroad program, SEA Semester®. SEA is located on Cape Cod in the oceanographic research community of Woods Hole and owns and operates two sailing research vessels: the *SSV Corwith Cramer* in the Atlantic Ocean and the *SSV Robert C. Seamans* in the Pacific.

SEA is an EOE committed to the development of a multicultural environment. We value input of multiple viewpoints and perspectives across the organization; our goal is to create an academic and working community that is rich with cultural, social and intellectual diversity.

We're a dynamic organization in search of a multi-faceted person who can provide strategic and day to day leadership in all areas of development including annual fund, comprehensive campaign execution, alumni relations, board relations and stewardship.

Position Summary

The Director's primary responsibility is the strategic design, execution and administration of comprehensive fundraising for SEA. A key component of this position is the effective leadership and management of SEA's annual giving program, including a coordinated matrix of appeals involving emails, phone, personal visits and volunteer engagement. The Director provides strategic and tactical direction and long and short term planning for all areas of growing the annual giving program while also managing special fundraising campaign goals and the overall development of SEA donor relations and stewardship. The Director is responsible for strategically positioning SEA for success in terms of dollars raised, percentage participation, new gifts, consistency of giving and timely donor stewardship and acknowledgement. During the current comprehensive campaign, the Director of Development will take a leadership role in campaign execution and work to employ the campaign activities into the overall development operation.

Key Responsibilities

Reporting to the President, the Director of Development works to achieve the fundraising objectives of SEA, which are guided by the Strategic Plan and approved by the Board of Trustees.

- Serve as member of the senior management team
- Develop and implement plans and systems for prospect identification, tracking, gift recording and general stewardship
- Manage the Development team, including Director of Stewardship and Major Gifts, Alumni Relations Coordinator, Development Associate and Administrative Assistant
- Work collaboratively with Major Gift Officer and President to develop solicitation strategies and achieve fundraising goals

- Identify and qualify donors and prospects and lead a coordinated cultivation process to engage them appropriately including managing and cultivating own portfolio of donors
- Develop and manage proposals, solicitation materials and reports for distribution to individuals, foundations and corporations
- With team, manage Board and Development Committee relations and activities and develop strategies to effectively engage volunteers
- Manage the publication of annual newsletter, *Following SEA*, the annual report to donors and other development publications
- Develop and produce report and tracking dashboards to evaluate progress and determine strategy
- Prepare and assure adherence to the Development budget
- Participate in Trustee meetings and the annual and semi-annual meetings of the corporation
- Act as liaison to the Development Committee, the Committee on Governance and Campaign Committee
- Works collaboratively with fellow SEA team members, volunteers, Trustees and Board Members
- Foster an understanding of philanthropy within the organization

Qualifications, Experience and Education

- The successful candidate will have proven leadership and managerial experience with demonstrated excellent communication and interpersonal skills
- S/He will have a minimum of 5 years of experience in development, with proven success in leading annual fundraising programs, donor stewardship and events
- Willingness, ability and availability to travel as required
- Understanding of database and moves management (Raiser's Edge preferred), gift processing and donor relations
- The ability to motivate and coach
- Discretion and confidentiality a must, humor a plus
- Experience in capital campaign planning and execution preferred
- Previous experience in an educational setting or non-profit organization
- Bachelor's degree required

Position office location: Falmouth, MA

Please send cover letter, resume and three professional references to DODsearch@sea.edu by January 31, 2020.

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