



SEA EDUCATION ASSOCIATION

Environmental Studies at Woods Hole and at Sea

Alumni Relations Manager

Headquartered in the oceanographic research community of Woods Hole, MA, on Cape Cod, Sea Education Association (SEA) is a global teaching, learning and research community dedicated to the exploration, understanding, and stewardship of marine and maritime environments through study on campus and at sea aboard tall ships on ocean voyages in the Atlantic and Pacific. SEA's programs for undergraduates, gap year students, and high school students feature interdisciplinary curricula (marine science, social science, and humanities) and opportunities for leadership development.

More information about SEA at www.sea.edu

SEA is an equal opportunity employer and strongly encourages applications from people of color, persons with disabilities, women, and LGBTQ+ candidates. SEA is 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.

Job Summary

Reporting to the Director of Development, the Alumni Relations Manager is a fully engaged member of the dynamic Development team, supporting SEA Development and Alumni and Parent Relations goals.

Primary Responsibilities

This year SEA is celebrating its 50th anniversary, and the Alumni Relations Manager will be a leader in the planning and execution of 50th anniversary events.

Ongoing during and beyond this exceptional celebratory year, the Alumni Relations Manager

- Organizes and manages all aspects of alumni and parent engagement events, including regional events and invitational sails.



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- Builds effective alumni outreach through alumni and parent communications, newsletters, and relevant website content.
- Identifies, recruits, and stewards volunteer alumni Class Representatives

Qualifications

The successful candidate will have a Bachelor's degree and at least five years of professional development or related experience, and should relate strongly to SEA's mission. The individual must have strong verbal and written communication skills and excellent organizational and planning skills. Must understand development and stewardship best practices. While working cooperatively with many members of the SEA staff and constituents, the Alumni Relations Manager must also be able to work well independently. Strong knowledge of Microsoft Office suite of applications including Word, Excel, and PowerPoint. Knowledge of fundraising database platforms, preferably Blackbaud Raiser's Edge. Experience in alumni affairs or membership management is important.

Benefits & Compensation

This is a part-time position, 20 – 30 hours per week, which can be hybrid remote/in person in Woods Hole.

The salary range is \$25,000 - \$45,000, depending on hours, and commensurate with experience. SEA offers a full benefits package (working 25 hrs/week or more) which includes health, dental, vision and life insurances; retirement plans; Aflac; flexible spending accounts; and vacation/sick/personal time and holidays.

How to apply

Please submit cover letter and resume to AlumMgrSearch@sea.edu. Applications will be accepted until position is filled.