Salish Sea Expeditions is a small, successful nonprofit education organization that has been providing hands-on, inquiry-based marine science programs aboard a research vessel and in local watersheds since 1997. We are currently seeking a Development Director to support our efforts to provide and expand our innovative marine science programs for students by expanding our annual campaign activities and supporting the completion of a capital campaign underway in support of a new vessel that was purchased in 2015.

We seek a creative, professional individual who is passionate about our mission and eager to partner with the Executive Director, the Board of Directors, the Capital Campaign Committee and staff to lead and grow the organization’s fundraising activities. The position of Development Director provides an opportunity for the chosen candidate to work in a casual and flexible work environment with a close-knit community of professional, creative and outdoorsy people on Bainbridge Island while making an important impact on the science education received by our area’s youth.

**Hours:** 40 hours per week  
**Salary:** $50,000 per year  
**Start Date:** Dec 2017  
**Location:** Bainbridge Island, WA with frequent travel to Seattle, WA  
**Reports to:** Executive Director

**Primary Responsibilities:**

1. **Work with Executive Director, Board, staff and contract support to create an annual fund development plan, lead the implementation of the annual plan and achieve revenues**
   - Plan and expand annual giving opportunities;
   - Lead monthly assessment and reporting of annual campaign status against goals;
   - Develop and implement strategies for new donor identification and cultivation for gifts of cash, in kind and/or pro bono support;
   - Develop and implement donor stewardship program and promote donor relations, including donor recognition and benefits plan;
   - Clearly develop and articulate a moves management plan for all donors;
   - Lead efforts to identify, qualify, cultivate, and solicit support from new funders, with a focus on major gift fundraising from individuals, through various means including screenings, calls, meetings, and site visits;
   - Support the ED and board in cultivation and solicitation of individual and corporate donors, making asks personally on occasion, typically of smaller scale donors;
   - Work with Executive Director to engage board members in peer-to-peer fundraising and outreach, providing training, mentorship and encouragement;
• Develop, coordinate and implement our existing annual giving campaigns (incl GiveBIG, GreatGIVE, and our year end appeal);
• Partner with Communications Coordinator to strategically oversee major mailings focused on stewardship and development;
• Attend Board and committee meetings as necessary

2. Grants Program
• Develop the annual grants calendar with the ED and Board;
• Maintains the grant calendar;
• Oversee management of our grants program and contract grant writer ensuring that the grant files are maintained neatly and accurately;
• Personally guide research, build relationships, and review, write/prepare/edit proposals and reports as needed

3. Support coordination of special events
• Provides strategy and oversight for annual events such as Spring Auction, Fall Breakfast and Public Sails as well as other events as needed with consideration given to how these events tie into individual giving and the capital campaign;
• Develops annual event work-plan with staff;
• Oversees event staffer who in turn, oversees event volunteers;
• Tracks progress towards event budgetary goals;
• Identify, research and conduct solicitations of event sponsors with staff;
• Assist with events and event-related tasks, as needed.

4. Support and Manage constituent/donor database
• Partner with Office/Events Administrator and Communications Coordinator to support donor data entry and database management including all gift processing, tracking and acknowledgement
• Support internal fundraising systems, generate database queries and reports as needed

5. Capital Campaign Related Activities
• Co-leads implementation of the capital campaign plan;
• Supports the activities of the campaign committee;
• Maintains a portfolio of donor prospects;
• Attends and takes minutes at campaign committee meetings (roughly every 4-6 weeks);
• Coordinates, attends, and takes minutes for a *bi-weekly* committee call;
• Directs the development of campaign reports and background materials;
• Oversees donor recognition and stewardship activities;
• Supports the Executive Director in oversight of financial projections and campaign reporting
Required Skills and Experience

- 2-5 years of development or fundraising experience, including appeals, events, and grants; familiarity with donor cultivation and stewardship
- Demonstrated track record of diversified fundraising experience
- Demonstrated ability to set priorities and meet deadlines
- Exceptional organization skills and extreme attention to detail
- Excellent writing and proofreading skills, good phone presence and the ability to know when to use which method of communication
- Highly functional at MS Office, knowledge of accessing and utilizing donor database systems like Salesforce; and event software like Eventbrite highly desirable
- Excellent interpersonal skills and the ability to effectively recruit, motivate, and organize volunteers

Ideal Qualities

- Creative, resourceful, task-oriented, and good at solving problems independently
- Communicate effectively with a wide range of people
- Confident leader
- Ability to handle multiple projects simultaneously, often under time constraints
- Positive outlook, strong work ethic, lively sense of humor, and donor-centered mindset
- The patience and flexibility to work in a busy, active environment with constant interruption
- A team player willing to stretch boundaries to do what is necessary for the success of the organization, from thinking strategically to emptying wastebaskets
- Natural alignment with our mission and a passion for the betterment of youth
- A love of working with people of all ages
- Knowledge of local philanthropy is a huge bonus
- Strong contacts with local business community and/or ability to network, develop and nurture those relationships

To apply: Send resume, cover letter and three references to: seth@salish.org  Subject line: Development Director position. Email submissions only. No phone calls please.

In cover letter please address the following:
- Your previous experience in fundraising
- Your organizational skills and attention to detail (use examples)
- Why you are a particularly good fit for Salish Sea Expeditions
- Any other information relevant to your qualifications

**Please note: Salish Sea Expeditions is a small, non-profit organization. As such, tasks may arise that are not explicitly outlined above. As a member of a small staff, all employees may be called upon to address and complete these unforeseen responsibilities. Salish Sea Expeditions is an Equal
Opportunity Employer and it is our policy to actively seek a diverse pool of candidates from a variety of backgrounds, who are committed to the mission and vision of the organization.