



Development Director Job Description

Seacology is an international environmental nonprofit organization that focuses on saving endangered species, habitats and cultures of islands throughout the world. Seacology works closely with indigenous islanders on programs to protect island terrestrial and marine ecosystems. We seek win-win situations where both the local environment is protected and islanders receive a tangible benefit for doing so. For more information on Seacology's work, please visit our website at www.seacology.org.

QUALIFICATIONS:

The Development Director is responsible for raising funds for Seacology. Responsibilities include: executing all phases of raising major gifts from high net worth individuals, foundations, and corporations; creating successful private and public events; and supervising/supporting development and communications staff. This is an excellent opportunity to work for an exciting, effective, and award-winning environmental organization.

The Development Director reports directly to the Executive Director and manages a staff of 1.5 full time employees. Candidate must have a Bachelor's Degree and at least seven years of experience in nonprofit fundraising or business marketing. Keen interest in environmental issues is a must. Experience with cultivating high net worth individuals is crucial to this position. Leadership, management skills and a team player mentality are vital in working cooperatively with Seacology's small staff. Exceptional verbal and written communication skills, strong computer literacy, attention to detail, good public speaking skills and sense of humor are essential. Candidate must be willing and able to travel nationally and internationally.

SPECIFIC DUTIES INCLUDE BUT NOT LIMITED TO:

- **Identify** prospective *major donors*; develop, oversee and carry out all phases of cultivated giving; maintain strong relationships with current donors.
- **Collaborate** with board of directors to identify and solicit current and prospective high net worth donors.
- **Recruit** potential donors for Seacology expeditions to island projects, leading such trips as needed.
- **Research** and write proposals for foundations and corporations; follow up and maintain contacts.
- **Manage** special events such as lectures, dinners, house parties, receptions, annual prize ceremony, board meetings, etc.
- **Attend** environmental conferences/seminars representing Seacology and speaking publicly on its behalf.
- **Manage** relations with Seacology Affiliates in several countries.
- **Maintain and augment** planned giving program and annual direct mail initiatives.
- **Analyze** financials, identify weaknesses in development strategies and implement solutions.
- **Assist** with the creation, launch and management of an endowment campaign.
- **Support** the Executive Director in promoting Seacology's work to news media throughout the world.
- **Coordinate and direct** the activities of the Board of Directors' Development Committee; liaise with Development Committee Chairperson.
- **Write** articles for monthly e-newsletter, biannual print newsletter, blog and other collateral as required.
- **Implement** marketing strategies promoting the Seacology brand.

SALARY: Commensurate with experience. We offer an excellent fringe benefits package including medical, dental, life, and long term disability insurance as well as vacation and a generous retirement plan.

No Phone Calls Please. Please mail, email or fax cover letter, resume, salary history and writing sample to:

Seacology ■ 1623 Solano Avenue ■ Berkeley ■ CA ■ 94707
Email: jobs@seacology.org ■ Phone: 510.559.3505 ■ Fax: 510.559.3506