

Position Announcement



Title: Development Manager
Job Classification: Full time, salaried exempt
Supervisor: Vice President of Development
Salary Range: \$40,000 to \$55,000 per year with full benefits

Job Summary: The Development Manager assists in directing the goals and objectives of a comprehensive development program. A generalist position, the Development Manager will work independently and provide support to the Vice President of Development in achieving the strategic fundraising plan, build, enhance and steward individual, corporate, foundation, online and outreach/education donor constituents. The position reports to the Vice President of Development (VPD).

Responsibilities:

- Develops creative strategies to build on the organization's current support base. Helps identify, cultivate and solicit mid-tier individual donors, foundation grants and corporate philanthropy.
- Coordinates and expands Society membership program. Manages donor relations and stewardship activities.
- Maintains personal portfolio of existing and prospective donors with up-to-date status on each.
- Oversees research and submittal of civic, corporate and foundation proposals. Assists VPD with major gift requests.
- Coordinates special events, board and subcommittee meetings, and donor appreciation activities.
- Manages communication, PR/Marketing including social media, annual report, newsletters, press releases, media events.
- Provides oversight for identification and recruitment of volunteers and interns for special events/projects.
- Coordinates donor acquisition mailings and renewals, acknowledgments. Ensures accurate gift recording and recognition.
- Manages coordination of development department administrative functions.
- Other duties as needed.

Qualifications and Working Conditions:

- Bachelor's Degree in related area of study.
- 6+ years development experience desired.
- Demonstrated track record of managing, soliciting and securing gifts from a variety of constituencies.
- Excellent writing and communications skills, poise and professionalism, understanding of critical nature of ethics and stewardship to development process.
- Computer and Microsoft Office literacy; DonorPerfect software expertise essential.
- Staffs occasional evening and weekend meetings, events and/or conferences/travel.

How to apply: Please send your resume plus cover letter in either Word or text format to hr@hswri.org. Hubbs-SeaWorld Research Institute is an Equal Opportunity Employer