



## Position Announcement

**Institute Title:** Development Director  
**Job Classification:** Full-Time, Exempt  
**Immediate Supervisor:** President/CEO  
**Starting Salary Range:** \$75,000 to \$90,000 per year (DOE) plus full benefits  
**Closing Date:** March 23, 2018

**Hubbs-SeaWorld Research Institute (HSWRI)**, founded in 1963, is an independent nonprofit scientific organization committed to conserving and renewing marine life to ensure a healthier planet. Our team of scientists provides innovative and objective scientific solutions to challenges threatening ocean health and marine life. Our vision is to advance HSWRI's legacy of scientific discovery to conserve the world's rich biological diversity and ensure lasting prosperity for future generations. HSWRI is seeking a **Development Director** to assist in directing the goals and objectives of a comprehensive development program. The position reports to the President/CEO.

**Job Summary:** As a member of the senior management team, the Development Director is expected to be a highly competent fundraising professional, who fosters a culture of philanthropy within the organization by leading staff and volunteers to institutionalize philanthropy and fund development within the organization. The Development Director is responsible for managing and implementing the HSWRI fundraising program. The primary focus is increasing unrestricted major gifts and spearheading HSWRI's first major capital campaign.

### Major Job Functions:

- Based on the strategic plan, creates, implements, and monitors a comprehensive fund development plan designed to achieve annual goals and objectives in all areas of development, with an emphasis on increasing unrestricted funding.
- Oversees HSWRI's transformational campaign, with a \$10M comprehensive campaign initial goal over 3 years.
- Provides general oversight of all of the organization's fund development activities, manages the day-to-day operations of the development functions, and monitors adequacy of activities through coordination with staff, appropriate committees, and the Board of Trustees.
- Works with the President and CEO, Board Chair, and development and nominating committee chairs to ensure fulfillment of their roles in fund development; researching, cultivating and soliciting of potential major donors, establishing performance measures, monitoring results, and evaluating the effectiveness of the organization's fund development program.
- Drafts case statements, proposals, and grant applications, routes for input as needed, and edits to produce final product in a timely fashion.
- Prepares and presents regular reports regarding activities and fundraising accomplishments.
- Organizes public information events, special events, in-house VIP tours, external web site, and social media, as appropriate.
- Meets with community partners, grantmakers, foundation personnel, nonprofit leaders, and corporate giving peers to introduce HSWRI to new funders; partners and to discuss joint program design and funding.

**Professional Experience, Education, and Qualifications Required:**

- At least five years demonstrated experience in managing and implementing comprehensive fund development programs, producing charitable contributions from successful major donor campaigns.
- Bachelor's Degree or equivalent professional experience. Master's degree preferred and/or Certified Fundraising Executive (CFRE) preferred.
- Demonstrated knowledge and experience in the nature and dimensions of philanthropy, motivations for giving and volunteering, research and cultivation practices, and standard fundraising techniques
- Demonstrated experience in working effectively with, directing, and motivating staff, volunteers and Board of Trustees in successful fund development activities.
- Demonstrated experience and confidence in asking people to contribute time and money.
- Comprehensive management skills and experience are required including but not limited to short and long-term planning, evaluation, written communication skills and public speaking.
- Computer literacy, working knowledge of Donor Perfect preferred, and basic Microsoft Windows applications programs.
- Ability to travel locally, regionally and nationally and access to reliable vehicle for this purpose.
- Ability to lift 20-pound box and load and unload vehicle.
- Availability to attend frequent evening and weekend meetings, events and conference

The physical demands described here are representative of those that must be met by the employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals to perform these essential functions.

**How to apply:** Please send your resume plus cover letter in either Word or text format to [hr@hswri.org](mailto:hr@hswri.org).

Hubbs-Sea World Research Institute is an Equal Opportunity Employer.