



## Position Announcement

<b>Position Title:</b>	Development Officer
<b>Job Classification:</b>	Full-time Exempt
<b>Salary:</b>	\$60,000 - \$65,000; plus benefits
<b>Location:</b>	Melbourne Beach, FL

### Position Description

The Florida Development Officer's primary job duty is to raise resources for all HSWRI programs and projects. This will be accomplished by identifying, cultivating, soliciting, closing and stewarding individuals, organizations, and foundations while building a portfolio of active donors and prospects. This position is considered a frontline fundraiser responsible for soliciting donations while serving as donor liaison with our scientists, leadership and Trustees. This position reports directly to the Vice President of Development (VPD) and will implement donation strategies that are in alignment with priorities identified by the VPD. This person works closely with the fundraising team to implement gift strategies that include the development of proposals, campaign materials, communication/marketing plans, stewardship, events and other activities relating to fundraising. This person is responsible to maintain an active awareness of goals, objectives, and direction of the development program as a whole. They will be evaluated on how they meet or exceed individual and department performance standards as outlined by the VPD.

### Job Duties (partial list)

- Maintain a vibrant pipeline of prospects through the process of identification, cultivation, solicitation and stewardship
- Become entirely familiar with HSWRI's programs and staff to communicate their value to donors
- Participate in the creation of strategies to grow current annual giving program
- Identify and apply for local foundation, corporate, and civic grant opportunities
- Work closely with the VPD to develop a list of potential major donors.
- Participate in the creation and management of a Fundraising Advisory Committee to cultivate and drive fundraising activities and community engagement.
- In collaboration with VPD, manages all aspects of DFO license plate program
- Collaborating with fundraising team, develop, plan, and execute two (2) annual events.
- Assists Florida staff in the identification and recruitment of volunteers
- Performs limited administrative and logistic support duties as needed.

### Qualifications

- Bachelor's degree
- Minimum 5 years of professional experience
- Valid driver's license and clean driving record
- Experience with large gift solicitations
- Strong interpersonal skills, influential
- Detail-oriented, driven to succeed, team player
- Self-motivated, independent
- Possesses a strong entrepreneurial spirit
- Works efficiently under pressure, meets all deadlines
- Demonstrates strategic thinking and good decision-making
- Articulate, professional, poised
- Possess strong creative writing skills
- Familiarity with contemporary CRM systems
- Able to work evenings and weekends as needed

## **Physical Requirements and Working Conditions**

- Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer
  - Ability to lift 20 pounds and load and unload vehicles
  - Vision to read printed materials and a computer screen; hearing and speech to communicate effectively in person and over the telephone
  - Ability to travel locally and regionally and access to reliable vehicle for this purpose
  - 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.
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At Hubbs-SeaWorld Research Institute, your base wage is only a portion of your overall compensation package. We are proud to offer a full benefits package, which may include:

- Health insurance benefits options, including medical, prescription, vision, dental, life, and short- and long-term disability.
- Flexible spending accounts for medical and dependent care expenses
- Retirement Plan options
- Paid time off for all regular FT team members (starting at 10 annual days each sick/vacation/holidays)
- Employee Assistance Program – Confidential professional counseling, financial, and legal assistance provided at no charge to Team Members and immediate family members

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