



## Position Announcement

<b>Position Title:</b>	Development Manager
<b>Job Classification:</b>	Full-time Exempt
<b>Salary:</b>	\$55,000 - \$60,000; plus benefits
<b>Location:</b>	Melbourne Beach, FL

**Job Summary:** Under the direction of the Director of Development, the Development Manager will carry out critical objectives to raise support for Hubbs-SeaWorld Research Institute (HSWRI). The Development Manager will spearhead Florida fundraising initiatives, including building a portfolio of active donors and prospects (individual, corporate, and foundation) and serving as a frontline fundraiser for HSWRI in the Southeast. This position reports directly to the Director of Development and will implement fundraising strategies that are in alignment with priorities identified by the Director. 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.

### Job Functions

- Research all major donor proposals and grants
- Coordinate special events, donor visits, and stewardship activities
- Maintain development staff communication calendar
- Help develop social media, email marketing, and annual donor impact report messaging

### Qualifications

- Bachelor's degree preferred
- Minimum 5 years of professional fundraising experience
- Experience with large gift solicitations preferred
- Strong interpersonal skills, influential
- Detail-oriented, driven to succeed, team player
- Works efficiently under pressure, meets all deadlines
- Demonstrates strategic thinking and good decision-making
- Possess strong writing skills
- Valid driver's license and ability to drive HSWRI vehicles

### Physical Requirements and Working Conditions:

- Mobility to work in a standard office setting and to use standard office equipment, including a computer
- Ability to lift 20-pound box 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, with access to reliable transportation for this purpose
- Flexibility to work occasional evenings and weekends as needed
- Support a diverse, equitable, and inclusive work environment where all staff, volunteers and guests are respected and valued.

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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/12 holidays)
- Employee Assistance Program – Confidential professional counseling, financial, and legal assistance provided at no charge to Team Members and immediate family members

Hubbs-SeaWorld Research Institute is committed to a diverse, equitable, and inclusive work environment where all trustees, staff, volunteers, collaborators and guests feel respected and valued regardless of gender, age, race, ethnicity, national origin, sexual orientation or identity, disability, or education. We're committed to being nondiscriminatory and providing equal opportunities for employment, volunteering, representation, and advancement in all areas of our work.