

SCHOONER ADVENTURE



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Job Description: Director of Development

POSITION SUMMARY:

The Gloucester Adventure, Inc. ("Schooner Adventure" or "Adventure") is a 501(c)(3) maritime historic preservation and educational organization. We are the stewards of the 1926 dory-fishing Schooner Adventure, a National Historic Landmark. Our mission focuses on preserving the vessel, and using her for educational and community experiences on the water and dockside.

In this small and growing organization, the Director of Development is responsible for planning and directing all of Schooner Adventure's fundraising endeavors including the annual fund, membership program, major gifts, special events, planned giving, and implementing the donor management software to support the function. Reporting to and in partnership with the Executive Director, the Director of Development will spearhead development efforts as Schooner Adventure continues to transition and grow.

QUALIFICATIONS:

- A minimum of five years' experience in professional fundraising;
- A bachelor's degree or equivalent work experience. Excellent written and oral communication skills;
- The ability to project enthusiasm and dedication to the mission of Schooner Adventure, even in challenging situations;
- Demonstrated experience in donor cultivation and stewardship, and in building partnerships;
- Advanced competency in spreadsheet software (Excel, Google Sheets); fluency with Donor Perfect (or comparable CRM software); experience with social media, Constant Contact;
- The ability to learn and gain comfort with a variety online platforms for the purpose of promoting Adventure and managing donor activities.

JOB RESPONSIBILITIES:

- Work closely with the Executive Director and Board of Directors on establishing development goals and budgets;
- Lead and manage the organization's efforts to meet such goals, financially and otherwise;
- Participate in monthly evening Board meetings and related Board Committee meetings, including presenting reports;
- Direct the annual fund and membership program, including mailings and annual fundraising drives;
- Coordinate special events and sails, including a major annual spring fundraising Gala and donor receptions throughout the year;
- Manage fundraising tracking systems and database (Donor Perfect), and oversee data entry and gift processing;



- Motivate staff, board members and volunteers to promote the mission and to engage in development activities;
- Grow our Captain's Circle, a dedicated group of donors with larger annual donations, including identification, cultivation and solicitation of major donors;
- Work with other members of Adventure's board and staff, researching and identifying grants, and following up on applications and proposals, including writing, and reporting requirements;
- Grow our corporate sponsor program and maintain strong relationships with our existing sponsors;
- Lead any new development efforts that may be initiated, such as capital campaigns and planned giving;
- Work closely with the bookkeeper to ensure data accuracy and reconciliations between Donor Perfect and QuickBooks;
- Serve as a key part of Adventure's marketing team, in collaboration with other staff and board members; responsibilities may include: creating and sending emails via Constant Contact, working with designers to create and place advertisements, and posting on social media;
- Participate in and speak at community events to share information about Schooner Adventure with the community;
- Perform other related duties as requested.

SALARY/BENEFITS: Salary ranges from \$57k - \$73k based on skills and experience. Benefits include 75% of health care costs, three weeks paid vacation, one week personal leave, and a flexible work schedule. We also support professional development opportunities to help you grow in your skills. Staff are encouraged to bring guests to sail on Adventure with them.

APPLICATION: Please send a cover letter and resume, or any questions to Stuart Siegel, Executive Director: stuart@schooner-adventure.org

