

Position Summary

The Advancement Officer will advance the vision, mission, and core values of New England Science & Sailing Foundation (NESS) through a variety of strategic fundraising and engagement activities. The Advancement Officer coordinates all activities associated with events, manages all aspects of NESS's annual giving program, and is responsible for the stewardship of NESS's donors and volunteers. This position requires the ability and flexibility to prioritize activities and requires comprehensive understanding NESS's advancement operations.

Duties and Responsibilities

Event Coordinator

- Plan, organize, execute, and follow-up for all fundraising and community events
- Coordinate work with external and internal audiences including vendors and donors
- Coordinate materials related to events including external communications, printed materials, and social media presence
- Work to identify, cultivate, solicit, retain, and acknowledge sponsorships for fundraising events
- Coordinate and manage event volunteers

Annual Giving and Fundraising

- Manage the Annual Fund solicitation mailings, both physical and digital
- Manage a portfolio of annual giving prospects
- Manage database to ensure records are up to date
- Prepare advancement reports as needed
- Manage and keep up-to-date advancement plan with funding goals, current status, and plan for meeting goals
- Work with Finance Director to compile needed and requested paperwork for yearly audit

Grant writing

- Manage grant pipeline with application and reporting deadlines
- Research current and prospective foundation partners and analyze grant-making strategies and histories
- Write and submit grants using a variety of strategies and styles
- Work with Directors to determine budgets for individual grants and projects
- Assimilate information about NESS's programmatic work from a variety of sources and describe its activities in clear and compelling language
- Work with the Finance Director to collect necessary information to report on current grant programs
- Comply with all grant reporting as required by grantors

Stewardship

- Responsible for in-kind donation solicitations and acknowledgement for each event
- Manage information and activities of key constituents and provides regular reports to the Advancement director and President

- Coordinate stewardship efforts, ensuring that activities are completed accurately and in a timely fashion
- Other duties as assigned

Requirements

Education/Certifications

- B.A. or equivalent

Skills/Knowledge/Experience

- Minimum 2 years events experience
- Minimum 2 years annual giving experience
- Knowledge and experience of stewardship and donor relations
- Authentic, effective communication skills
- Strong computer skills (Word, Excel, PowerPoint, Outlook, CRM Software – DonorPerfect preferred)
- Detail oriented with excellent organizational skills
- Proven track record of successfully asking for money
- Practical knowledge of current fundraising strategies, tactics, regulations, and industry trends
- Donor Perfect or other donor database experience preferred
- Represent NESS in a positive manner at all times

Compensation commensurate with experience and includes comprehensive benefits package

NESS is an Affirmative Action/Equal Opportunity Employer

Please send your cover letter and resume to: jobs@nessf.org subject, Advancement Officer

About NESS

New England Science & Sailing Foundation, Inc. (NESS), is a nonprofit 501(c)(3) ocean adventure education organization that engages students in experiential learning to build confidence, teamwork, and leadership skills. Marine sciences, adventure sports, powerboating, and sailing are platforms for inquiry-based learning, personal discovery, teaching respect and responsibility for the sea, and creating connections with the community. NESS operates year-round with families, schools, and organizations to provide high-quality programs that blend an innovative curriculum with exciting ocean adventure activities. For more information, visit www.nessf.org