

### **Position Summary**

The Director of Advancement will solicit support for the New England Science & Sailing Foundation (NESS) through the effective positioning and communication of the organization's vision, mission, and core values. This will be successfully accomplished by managing a comprehensive program of community engagement, support, and investment in NESS. The Director of Advancement will be responsible for the oversight and management of all NESS engagement, communications, and fundraising.

The Director of Advancement works closely with the President/CEO, the Advancement Committee, and the Board of Directors to define and implement all components of a comprehensive and strategic advancement program.

### **Duties and Responsibilities**

#### General

- Nurture strong, ongoing relationships between NESS and its constituents, while also developing new relationships
- Develop performance metrics that highlight advancement activities and progress against strategic initiatives
- Serve as a major contributing member of NESS's leadership team
- Serve as liaison to the Advancement Committee
- Advance, implement, and manage an effective volunteer program
- Manage and develop direct reports

#### Fundraising

- Develop, manage, and implement fundraising strategies including goals, objectives, and tasks
- Oversee grant writing program
- Research current and prospective foundation partners and analyze grant-making strategies and histories
- Grow and oversee a major gifts program
- Qualify, cultivate, and solicit a portfolio of major gift prospects
- Oversee and direct annual fund strategy, implementation, and execution
- Represent NESS as a key spokesperson in external relations related to fundraising, strategic corporate, and foundation partnerships, and individual leadership stakeholders
- Maintain a working knowledge of the interests and expectations of the organization's major funders
- Plan and coordinate strategic initiatives and oversee events that engage new and existing stakeholders, raise awareness, and provide new revenues
- Prepare accurate reports on fundraising progress for the President and Board of Directors
- Develop and oversee a robust stewardship plan
- Oversee the maintenance of the donor database
- Establish and manage the annual advancement budget
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#### Other Functions

- Oversee community engagement to enhance visibility and engage friends

- Oversee Identification of business development priorities with schools and organizations

## **Requirements**

### Education/Certifications

- Bachelor's degree, advanced degree preferred

### Skills/Knowledge/Experience

- Minimum 5 years of experience in fundraising and constituent relations
- Minimum 3 years of experience as a successful manager
- Proven track record of successfully soliciting gifts of \$25K and above
- Ability to establish rapport with donors quickly
- Proven track record of successful digital campaigns including social media and email
- Ability to work independently and cooperatively within a team environment
- Strong managerial, leadership, and supervisory skills necessary
- Demonstrated analytical and fundraising skills with the ability to recognize opportunities, identify high pay-off activities, and prioritize in order to attain goals
- Proactive with excellent and authentic inter-personal abilities among a varied audience
- High comfort level and discretion in dealing with confidential donor information
- Exceptional oral and written communication skills
- Strong computer skills (Word, Excel, PowerPoint, Outlook, Adobe)
- Highly organized and detail oriented
- Practical knowledge of fundraising strategies, tactics, laws, and regulations
- Willingness to travel and work nights and weekends as needed

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](mailto:jobs@nessf.org) subject, Director of Advancement

**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](http://www.nessf.org)*