

CAPE COD COMMERCIAL

FISHERMEN'S ALLIANCE

Small Boats. Big Ideas.

Development Coordinator (Part-Time) | Job Description

WHO WE ARE LOOKING FOR

We are looking for an experienced, enthusiastic, articulate, detail oriented team player to join our Philanthropy Team as a Development Coordinator.

WHAT WE DO

The Cape Cod Commercial Fishermen's Alliance is a nationally recognized leader in marine conservation and fisheries policy. We are a dynamic and outcome-oriented group working alongside commercial fishermen for healthy oceans and profitable small-boat fisheries.

We are located in a bright renovated Captain's house, with 10 full-time staff members, meeting space on site, and a welcoming layout that supports hosting events. As a member of our team, you will get unique opportunities to learn about the fabric of our fishing community and help build a better future for the fish and fishermen of Cape Cod.

OVERVIEW

The Development Coordinator is responsible for all administrative aspects of development activities while providing direct support to the Director of Philanthropy and the Philanthropy Team. Primary responsibilities include but are not limited to: database management, participating in and executing all fundraising activities including donor and public relations, direct mail appeals, sponsorships and special event deliverables.

This position is an important component of the Philanthropy Team in helping achieve fundraising goals in support of the Cape Cod Commercial Fishermen's Alliance's mission. The Development Coordinator reports to the Director of Philanthropy.

The ideal candidate for Development Coordinator should have a passion for database management and integrity, excellent verbal and written communication skills, superb analytical skills, user proficiency in Microsoft Office and the ability to organize and prioritize work. Candidate should be proficient in creating, compiling, and tracking documents, spreadsheets and presentations. Candidate should also be comfortable working independently and contributing to a dynamic team. Blackbaud e-Tapestry and website optimization tools experience is a plus.

KEY RESPONSIBILITIES

- Completes a broad variety of core administrative projects and tasks for Philanthropy Team as it relates to all development activities and board relations
- Identifies as a key member of the Philanthropy Team, develops positive working relationships with all members of the team, and participates in all staff meetings and events
- Successfully tracks Philanthropy Team deliverables to ensure they are completed in a timely manner, including documents requiring signatures, which includes gift processing and reports, acknowledgement

letters, personal correspondence, strategic work plans, reports and other tasks as assigned by the Director of Philanthropy

- Screens and reviews written development collateral initiating action as needed and/or research, and provides information to Director of Philanthropy
- Manages eTapestry as a key tool to track and record donor actions, events, and gift reconciliation and produce reports and enter donations in to donor management system
- Supports Philanthropy Team in organizing, maintaining, and updating administrative files, records, logs, databases, etc., including prospect and donor-related information and correspondence on a consistent and timely basis as needed
- Manages Philanthropy's Team calendar, including scheduling and preparation of materials supportive of development goals (annual appeals, newsletters, cultivation and stewardship collateral, etc.)
- Creates and maintains resources for the Philanthropy Team, including handbooks, templates, trainings, contact lists, etc.
- Provides administrative and logistical support for Board of Directors and Development Committee, including but not limited to drafting minutes and creating meeting materials and presentations as assigned by the Director of Philanthropy
- Provides special event and program support (Meet the Fleet, Pier Host Program, etc.) and assists in managing logistics
- Manages development content and makes updates as needed to organization website
- Remains educated and informed of organization's missions, goals, programs and case for support
- Attend weekly team meetings, take meeting notes, and follow-up on deliverables
- Provides staff support at various events and meetings
- Identify systems that improve efficiency.
- Other tasks as needed

COMPENSATION

This is a part-time position of 20 – 25 hours per week. Work is expected to be completed in the office, Monday through Friday, including occasional night and weekend work related to special events. Compensation will be paid hourly and is commensurate with experience.

HOW TO APPLY

If this description sounds like you, please send a cover letter, resume and hourly rate to Holly Buddensee by email (holly@capecodfishermen.org) or by mail to 1566 Main St., Chatham, MA, 02633, by April 30, 2019.

Start Date: Immediate

Location of Work: Chatham, MA

Applications will be reviewed as they are received and will be accepted until the position is filled. No phone calls, please.

Fishermen's Alliance is an equal opportunity provider and employer.