



SEA EDUCATION ASSOCIATION

Environmental Studies at Woods Hole and at Sea

Associate/Assistant Director of Development

Job Posting

SEA Mission

Sea Education Association (SEA) is a global teaching, learning and research community dedicated to the exploration, understanding and stewardship of marine and maritime environments. SEA empowers students with life-changing sea voyages of scientific and cultural discovery, academic rigor and personal growth. Our SEA Semester program features an interdisciplinary curriculum and dynamic leadership-development experience – at sea aboard tall ships and on shore.

SEA Vision

SEA educates and inspires ocean scholars, stewards and leaders. SEA fosters and enhances knowledge about the state of oceans and coastal communities. It also helps shape public dialogue and policy through long-term environmental research, global partnerships and the continued impact of our students, faculty, and alumni worldwide. More information about SEA at www.sea.edu

SEA is an equal opportunity employer and strongly encourages applications from people of color, persons with disabilities, women, and LGBTQ+ candidates. SEA is committed to the development of a multicultural environment. We value input of multiple viewpoints and perspectives across the organization; our goal is to create an academic and working community that is rich with cultural, social, and intellectual diversity.

Job Summary

Reporting to the Director of Development, the Associate/Assistant Director of Development is a fully engaged member of the dynamic Development team, supporting SEA Development, Annual Fund and Alumni and Parent Relations goals.



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Primary Responsibilities

Annual Fund

- Creates and implements short- and long-term strategies to build the annual fund, including solicitation, communications, events, and stewardship.
- Identifies, recruits, and stewards volunteer alumni Class Representatives
- In partnership with Development team, ensures timely, accurate, and personalized receipting and acknowledgment of Annual Fund gifts, including year-end donor communications.
- Identifies, cultivates, and develops a dynamic portfolio of 25 leadership-level Annual Fund prospects.
- Assists in preparation of grant applications and reports as needed.
- Prepares and manages reports on the progress of annual funds raised against planned goals.

Alumni and Parent Engagement

This year SEA is celebrating its 50th anniversary, and the Associate/Assistant Director of Development will be a leader in the planning and execution of 50th anniversary events.

Ongoing during and beyond this exceptional celebratory year, the Associate/Assistant Director of Development

- Organizes and manages all aspects of alumni and parent engagement events, including regional events and invitational sails.
- Builds effective alumni outreach through alumni and parent communications, newsletters, and relevant website content.

Qualifications

The successful candidate will have a Bachelor's degree and at least five years of professional development or related experience, and should relate strongly to SEA's mission. The individual must have strong verbal and written communication skills and excellent organizational and planning skills.



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Must understand development and stewardship best practices. While working cooperatively with many members of the SEA staff, the Associate Director of Development must also be able to work well independently. Strong knowledge of Microsoft Office suite of applications including Word, Excel, and PowerPoint. Knowledge of fundraising database platforms, preferably Blackbaud Raiser's Edge. Experience in alumni affairs or membership management is beneficial.

Benefits & Compensation

The salary range for this position is \$50,000 - \$60,000, commensurate with experience. SEA offers a full benefits package which includes health, dental, vision and life insurances; retirement plans; Aflac; flexible spending accounts; and generous vacation/sick/personal time and holidays.

This is a full-time on-campus position in Woods Hole. SEA does have a flexible work policy.

How to apply

Please submit cover letter and resume to ADODsearch@sea.edu. Applications will be accepted until position is filled.