



## Position Announcement

<b>Position Title:</b>	Development Director
<b>Location:</b>	San Diego, CA
<b>Job Classification:</b>	Full-time/Non-Exempt
<b>Immediate Supervisor:</b>	President and CEO
<b>Salary Range:</b>	\$100,000 to \$120,000 per year
<b>Availability:</b>	Immediate

Founded in 1963, HSWRI is a 501(c)3 scientific research organization with a \$5 million annual operating budget. As a member of the management team, the Development Director fosters a culture of philanthropy within the organization by leading staff and volunteers to institutionalize philanthropy and fund development within the organization. The Development Director is responsible for managing and implementing the HSWRI fundraising program. The primary focus is increasing unrestricted major gifts.

### *Major Job Functions:*

- Creates, implements, manages, and monitors a comprehensive fund development plan based on HSWRI's programmatic strategic plan.
- Oversees HSWRI's transformational campaign, with a \$10M comprehensive campaign initial goal over 3 years.
- Provides general oversight of all of the organization's fund development activities, supervises development team (CA and FL staff) and manages the day-to-day operations of the development functions.
- Demonstrates best practices in philanthropy by example and periodic staff training.
- Supports state and federal appropriations efforts.
- Coordinates the *Discover Florida's Oceans* Specialty License Plate marketing.
- Meets with community partners, grant makers, foundation personnel, nonprofit leaders, and corporate giving peers to introduce HSWRI to new funders.
- Organizes public information events, special events, in-house VIP tours, external web site, and social media, as appropriate.
- Works with the President, Board Chair, and development and nominating committee chairs to ensure fulfillment of fund development roles.
- Ensures that quality fund development systems are developed and maintained.
- Works with the management team to establish performance measures to evaluate the effectiveness of the organization's fund development program.
- Ensures compliance with all relevant regulations and laws, maintains accountability standards to donors; and ensures compliance with code of ethical principles and standards of professional conduct for fundraising executives.

### **Professional Experience, Education, and Qualifications Required:**

#### *Professional Experience:*

- At least five years demonstrated experience in managing and implementing comprehensive fund development programs, producing charitable contributions from successful major donor campaigns.

- Demonstrated knowledge and experience in the nature and dimensions of philanthropy, motivations for giving and volunteering, research and cultivation practices, and standard fundraising techniques including:
  - Face-to-face solicitation,
  - Proposal writing,
  - Special events, and
  - Development office functions such as gift processing, prospect and donor histories, and fundraising reporting.
- Demonstrated experience in working effectively with, directing, and motivating staff, volunteers and the Board of Trustees in successful fund development activities.
- Demonstrated experience and confidence in asking people to contribute time and money.
- Ability to use computer systems including Microsoft Word and Excel is necessary.
- Comprehensive management skills and experience are required including but not limited to short and long-term planning, evaluation, written communication and strong public speaking skills.

*Qualifications and Working Conditions:*

- Bachelor's Degree or equivalent professional experience. Master's degree preferred and/or Certified Fundraising Executive (CFRE) preferred.
- Computer literacy, working knowledge of donor CRM platforms and basic Microsoft Windows applications programs.
- Ability to travel locally, regionally and nationally, when required.
- Ability to lift a 20-pound box and load and unload vehicle with accommodation.
- Availability to attend frequent evening and weekend meetings, events and conferences.
- Support a diverse, equitable, and inclusive work environment where all staff, volunteers and guests are respected and valued.
- Employment is contingent on successful engagement in the HSWRI COVID-19 Vaccination program (fully vaccinated with documented proof or approved exception/deferral).
- Must be authorized to work in the United States.

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At Hubbs-SeaWorld Research Institute, your base wage is only a portion of your overall compensation package. We are proud to offer a full benefits package, which may include:

- Health insurance benefits options, including medical, prescription, vision, dental, life, and short- and long-term disability.
- Flexible spending accounts for medical and dependent care expenses
- Retirement Plan options
- Paid time off for all regular FT team members (starting at 10 annual days each sick and vacation; plus 12 observed Federal holidays)
- Employee Assistance Program – Confidential professional counseling, financial, and legal assistance provided at no charge to Team Members and immediate family members

How to apply: Please send a completed application along with a cover letter and resume to [hr@hswri.org](mailto:hr@hswri.org). *Hubbs-SeaWorld Research Institute is an Equal Opportunity Employer.*