Organizational Background
SECORE International (www.secore.org) is a leading conservation organization for the restoration and protection of coral reefs, based in Columbus, Ohio. SECORE employs a multidisciplinary approach combining research, restoration, education and outreach for the conservation of coral reefs. The organization has established a global network of scientists, public aquarium professionals and local authorities, partners and stakeholders. Together with its partners, SECORE carries restoration research, develops and implements innovative strategies and techniques to allow future restoration at much larger scales than currently possible. Through the Global Coral Restoration Project, SECORE aims at restoring reef ecosystems functioning and services around the world.

Position Summary:
SECORE is seeking a Director of Development (DOD) who will be responsible for all vital income streams which will allow our organization to achieve our mission and maximize our global impact. In partnership with the Executive Director and the Board, this position is responsible for all fundraising and development activities. The DOD will be charged with strengthening relationships with current supporters and identifying and establishing new relationships with individuals, foundations, corporations and other partners to support SECORE programs. The DOD will manage and grow a portfolio of donors and prospects, track interactions, and create and implement plans for donor cultivation and solicitation. The DOD will also design, implement and evaluate a comprehensive development plan for developing key external alliances by cultivating philanthropic support.

The DOD is charged with planning and executing all aspects of contributed income strategies: annual giving, major gifts program, special events, third party fundraising and corporate and foundation grants. In addition, the DOD will be responsible for managing all donor and prospect data records and for ensuring the accuracy of the database. The DOD will continuously monitor the performance and outcomes of fundraising efforts and recommend and implement improvements. He/she will expand and diversify SECORE’s donor base and pipeline and work closely with other team members to secure funding for current and new initiatives. The DOD will fully support the Executive Director and Board members as they take on a more active role in fundraising. The DOD will be responsible for raising a significant portion of SECORE’s budget (nearly $1.3 million for 2019); it is expected that the amount raised will increase in future years as he/she systematically and effectively strengthens the organization's overall fundraising capacity.
**Reporting Structure:**
The DOD reports to SECORE's Executive Director. The DOD currently serves as a 1-person shop and therefore has no direct supervisory duties; however, it is anticipated that development staff will be added as the organization expands its fundraising capacity. The DOD will be working with volunteers in various capacities and will be expected to manage, encourage, and direct those individuals with professionalism and respect. The DOD will serve as a member of the SECORE Management Team.

**Primary Duties:**
- Develop, oversee and implement a robust and diversified development plan to grow revenue through annual fundraising, major gifts and grant funding.
- Generate new ideas that increase revenue and donor loyalty.
- Identify, cultivate, solicit and steward major donors and donor prospects, engaging the Executive Director, Board and other staff (as appropriate) in this process.
- Make direct face-to-face solicitations.
- Implement and track stewardship activities to maintain and strengthen long-term relationships with existing donators and build relationships with new and prospective donors.
- Identify research and apply for grants to local, national and international corporate, private and family foundations; confer with SECORE program staff whenever necessary in this process.
- Build relationships with grant-making representatives and provide reports to funders as required.
- Provide the Executive Director, Board of Directors and Management Team with an ongoing financial analysis of fundraising strategies and direct strategy adjustment(s) as necessary to achieve goals.
- Develop and manage all fundraising and donor-related communications including mail, email and social media.
- Participate in Board meetings and prepare monthly, quarterly, and annual reports as requested by the Executive Director.
- Administer all aspects of signature fundraising and stewardship events.
- Oversee the development budget and monitor expenses.
- Recruit, train and support key volunteers to assist in fundraising.
- Actively reinforce and professionally represent the organization at all times.

**Qualifications:**
- Minimum of 5-7 years of progressive responsibility in development field (CFRE a plus) with a proven record of success in identifying, cultivating, soliciting and stewarding gifts from individuals, foundations and corporations.
- Proven track record of significant results in grant writing and major gift cultivation and solicitation.
- Skilled at database and analysis and development program evaluation.
- Strategic thinker with the ability to manage short-term and long-term plans and goals with a record of achieving results.
• Demonstration of leadership in building and implementing development systems and structures to support significant growth.
• Clear, concise and persuasive verbal and written communications skills.
• Highly motivated and organized independent worker and enthusiastic team member.
• Success in balancing large-concept projects with administrative duties; achieves or exceeds desired outcomes within given deadlines.
• Strong knowledge of, and commitment to, the principles, ethics and practices of successful fundraising.
• Competency with electronic data records management, donor tracking and reporting systems; knowledge of DonorPerfect a plus.
• Proven ability to motivate and work with board members, staff, contract employees, donors and volunteers to meet or exceed or exceed annual fundraising goals.
• Understand the confidential nature of fundraising efforts and donor information and uphold those confidences.
• Desire to excel in the development sector and a passion for the mission-related fields of conservation and the environment.

**Salary:**
Competitive compensation commensurate with experience.

**To apply:** Please send cover letter, resume, and salary requirements **BY EMAIL ONLY** to: lori@goettler.com. Use "SECORE DOD" in the subject line. Deadline to apply: 5/31/2019.