



Position announcement: CHRISTMAS AT SEA (CAS) MANAGER AND DEVELOPMENT ASSOCIATE

The Seamen's Church Institute | seamenschurch.org

SCI's **Christmas at Sea (CAS) Manager and Development Associate** recruits, supervises and supports a national network of knitting volunteers who provide items for 20,000 mariner Christmas gifts in Port Newark and America's inland river system, while soliciting philanthropic support from this constituency. This full-time position reports to SCI's Development Director and works from SCI's Port Newark Seafarers' Center with weekly visits to SCI's NYC office.

In particular, the CAS Manager and Development Associate:

- Embodies a passion for knitting and administers all operational logistics for SCI's Christmas at Sea program;
- Functions as core Development team member, attends weekly staff meetings, and solicits targeted goals for knitter Annual Fund and estate-gift notifications;
- Engages current volunteers and attracts a new generation of knitters via robust social media, website, newsletters, and brochures in consultation with SCI's Director of Communications;
- Works with other SCI ambassadors to recruit churches as Mariner Friendly Churches and onsite Port Newark volunteers;
- Solicits in-kind toiletry gifts for Christmas at Sea; maintains partnerships with the wider knitting community, including commercial yarn retailers;
- Recruits maritime, church and other organizations to join community service packing days in Port Newark and along the inland river system;
- Maintains knitter donor records, acknowledgement letters, donor prospects, and outreach documentation in SCI's Raiser's Edge database;
- Makes visits within tri-state area and beyond to promote knitting, volunteerism and philanthropy, including various local and national Episcopal Church gatherings.

The ideal candidate combines a deep love of knitting with strong ties to the religious community in northern New Jersey and NYC. A college graduate with demonstrated nonprofit Development experience, he or she brings outstanding oral, writing, organization, motivational, and interpersonal skills to the position. He or she must thrive in a high-energy, mobile, nonprofit environment, manage multiple projects and deliver high-quality work with a motivated corps of volunteers. He or she should respect the religious values and cross-cultural realities that drive maritime ministry, while exhibiting the agility and emotional intelligence that contributes to a healthy work culture. He or she should possess a strong working competence with digital asset management, donor databases, social media, and web interface.

Interested candidates should submit an application with: 1) resume; 2) contact information for three references; 3) copy of a recent writing sample to: humanresources@seamenschurch.org.

SCI offers attractive salary and related benefits, commensurate with experience.

Please write to jbreen@seamenschurch.org or call +1 (212) 349-8142.