



Position announcement: DEVELOPMENT ASSOCIATE: GRANTS AND ANNUAL FUND

The Seamen's Church Institute | seamenschurch.org

Founded in 1834, the Seamen's Church Institute (SCI) promotes the safety, dignity, and improved working environment for the men and women serving in North American and international maritime communities through pastoral care, training, advocacy, and thought leadership.

DUTIES AND RESPONSIBILITIES

The successful candidate will focus on managing and growing relationships with foundations and overseeing the grant process from research to final reports. S/he will also serve as a key collaborator on SCI's Annual Fund with management of our direct mail campaign including establishing goals for each direct mail piece, building relationships with donors to the Annual Fund, ensuring donor recognition and identifying higher solicitation candidates.

Foundations and Grants

- Liaise with SCI program staff to determine opportunities for funding
- Research foundations and potential funding sources
- Write grant applications and manage support materials
- Renew ongoing grants
- Liaise with program staff on progress toward grant goals
- Prepare and send reports to grantors
- Collaborate with finance team on budgeting and financial reporting for grants

Annual Giving

- Manage direct mail program, including:
 - Determining criteria for mailing lists and work with database associate to pull lists
 - Reviewing all donor data
 - Interfacing with direct mail vendors
 - Drafting letters and support materials
- Manage the production timeline
- Develop Annual Fund email and social media campaign to enhance traditional direct mail
- Create development and communications plan for Annual Fund direct mail appeals
- Review list segmentation and proper coding in database
- Analyze donor lists and data for segmentation, prospects, donor research, and tracking mechanisms

General Development

- Collaborate with other development team members and work on special projects as needed
- Review gift batches to ensure proper gift coding and donor recognition
- Perform commitment of reviewed and approved gift batches
- Track event attendees and donors in conjunction with Special Events team



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REQUIREMENTS

Bachelor's degree

2-5 years of successful annual, foundation and/or planned giving experience for a nonprofit organization

Excellent writing and editing skills

SCI offers a competitive salary and benefits package commensurate with experience.

Interested candidates should submit an application with:

- 1) resume;
- 2) cover letter;
- 3) copy of a recent writing sample

to humanresources@seamenschurch.org

The Seamen's Church Institute is an Equal Opportunity Employer.