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## DEVELOPMENT ASSOCIATE

The Seamen's Church Institute (SCI) is North America's largest mariners' service agency with an annual operating budget in excess of \$6 million. Founded in 1834, SCI provides pastoral care services, maritime education and training, and mariner advocacy for the workers who transport billions of tons of cargo each year across the world's oceans and along our nation's inland waterways.

SCI seeks a versatile development professional with 3+ years of relevant experience to manage our donor database and support fundraising initiatives. This is a new position and reports to our Development Director.

### Responsibilities

#### Database

- Review and adjust structure of our data to inform reporting requirements
- Review and edit records so data is consistent and accurate
- Ensure that data needed for program activities is included in all records
- Independently and proactively update and maintain the database
- Align database structure to industry best practices
- Produce a library of weekly, monthly, quarterly and annual donor reports
- Prepare additional reports as requested
- Create systems to facilitate and encourage reporting requests
- Ensure that all reporting requests are completed in a timely manner

#### General Development

- Support the Development Director
- Oversee development mailings
- Create donor research profiles
- Collaborate with communications and development colleagues on email and social media fundraising efforts
- Collaborate with finance department colleagues on donation reporting efforts
- Perform other tasks and participate in SCI events as needed.

#### Essential Skills, Abilities and Requirements

- Three or more years of development experience including donor database management at a nonprofit organization
- Strong understanding of Raiser's Edge fundraising software
- Understanding and appreciation of the organization's overall mission, goals, and values
- Excellent organizational and time-management skills; ability to work independently, meet deadlines, and produce quality results with attention to detail
- Strong interpersonal and presentation skills
- Ability to problem-solve, work within a team and provide support.

This full-time position will be remote with the option of workspace at SCI's New York City headquarters when the office reopens post-COVID. The position will require occasional visits to our NYC, Port Newark, Paducah KY and Houston TX facilities. SCI offers a competitive salary, generous paid leave, comprehensive insurance options and matching 403(b) retirement savings plan.

Qualified candidates should contact SCI's Director of Human Resources at [HR@seamenschurch.org](mailto:HR@seamenschurch.org)