



POSITION: DEVELOPMENT ASSOCIATE
TYPE: FULL-TIME
START DATE: FALL, 2022

ORGANIZATION OVERVIEW

CISF's mission is to inspire and engage people of all ages, backgrounds and abilities with the marine environment through boating and education. We accomplish this by providing boating and marine education programs, activities, and community events. CISF is growing - looking to better serve and communicate, engage, and involve program participants, donors, potential donors, our community with the organization.

JOB SUMMARY

CISF is seeking an energized, organized, and motivated Development Associate to manage the day-to-day operations of our Development. This position will help raise funds for the organization and assist with daily administrative duties as needed. This position reports directly to the Executive Director. Candidates should be creative and have a strong work ethic. The ideal candidate will be creative with previous experience in development and ideally the non-profit sector. Candidates will be capable of quickly adapting to new situations and eager to learn about CISF, its mission, vision, values and programs.

Candidates will oversee, as well as perform, the fundraising duties needed to run and grow the organization. They will proactively work on campaigns and projects with a variety of different timescales on any given day, and be comfortable meeting deadlines, managing requests from both CISF staff and Board, and enthusiastically embrace the work to achieve all outcomes. Self-motivation, time-management, and project completion are critical, required skills.

The development associate reports to the Executive Director.

JOB RESPONSIBILITIES

- Support the growth and attainment of philanthropic revenue.
- Support the implementation of all events, including receptions to introduce prospective donors to CISF.
- Process and record donations, including the issuing of thank you notes.
- Update, maintain and backing up our donor database (Bloomerang).
- Create donor profiles and fundraising reports.
- Support the Executive Director with prospect cultivation, solicitation and stewardship meetings
- Follow up with prior donors to invite their continued support and participation
- Develop strategies to engage donors.
- Coordinate with other people who work on development projects.
- Manage all facets of the organization's donor database, from processing pledges to entering demographic information
- Provide marketing and communications support to educate and update stakeholders about CISFs' services and impact
- Organize events to attract new donors
- Providing general administrative support to the Executive Director including recording meeting minutes, copying, filing, and preparing correspondences and donor thank you letters.



This full-time position that requires fundraising knowledge, a comfort managing donor databases, as well as superb interpersonal and communication skills with both internal and external audiences.

REQUIRED QUALIFICATIONS

- BA degree; ideally 3 years experience in a non-profit fundraising environment
- Fluent in English.
- Excellent communication skills, as well as outstanding writing and proofreading skills
- Good networking and people skills
- Professional, positive attitude, outgoing, strong work ethic, sense of humor.
- Detail-oriented.
- Must be highly organized, possess the ability to multitask, have a positive attitude, and a commitment to meeting deadlines.
- Must be a dedicated team player and comfortable working in an open, highly collaborative, diverse environment with the willingness and desire to learn and grow within the organization.
- Excellent customer service and problem-solving skills.
- Self-starter who can independently move projects forward, prioritize tasks
- Proficiency in Microsoft software: Word, Excel.
- Experience in fundraising, business management or public administration a plus.
- Experience with Bloomerang is a plus.
- Graphic design experience a plus
- Driver's License and State of Rhode Island Criminal Background Check (BCI)

SCHEDULE

As this is a new position, the schedule is anticipated to be full-time and can be somewhat flexible. Employee must be able to cope effectively with deadlines and multiple demands. Project and event-specific activities require commitment and flexibility of schedule including non-standard business hours such as nights and weekends.

SALARY AND BENEFITS

- Salary: Commensurate with experience

*Salary increases and bonuses dependent on individual performance, organizational performance, market trends and financial outlooks, board approved annual operating plan, and other factors influencing the financial health of the organization.

HOW TO APPLY

Applications require two steps.

- Send an email with your resume to Meg Myles: CISFSailing@gmail.com
- Complete application found here: <https://www.jamestownsailing.org/employment/>

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