



## **Director of Development**

Salem Sound Coastwatch seeks a Director of Development to join our dynamic team. The Director of Development will oversee all fundraising programs and communications activities. This person will work with the Executive Director, staff, and the Board of Directors to create and implement a comprehensive development strategy to include individual giving, business giving/sponsorships, special events, and some grant writing.

**About Salem Sound Coastwatch:** SSCW is an 35-year-old environmental non-profit that is leading the way to a healthier sea and shore. As the voice of the Salem Sound rivers, salt marshes, beaches, islands and estuaries, we expand and share local environmental knowledge and stewardship actions across the watershed through our School to Sea, Citizen Science, and Coastal Resiliency programs. SSCW's work is funded by its individual and corporate donations, municipalities, foundations, grants, and the Massachusetts Bays National Estuary Partnership (MassBays). SSCW is the Regional Service Provider for the Lower North Shore, which encompasses the six Salem Sound communities – Manchester-by the Sea, Beverly, Danvers, Peabody, Salem, and Marblehead – plus Swampscott, Lynn, and Nahant. SSCW has an office in Salem MA. More information at [salemssound.org](http://salemssound.org).

### **Responsibilities:**

- Design and implement a comprehensive development plan with specific goals related to cultivating individual, corporate, foundation, event and volunteer philanthropic support.
- Work closely with and assist the Board of Directors to take on an active fundraising role; assist in the identification and recruitment of new Board members.
- Manage the Board Marketing Committee and work closely with this committee to reach communications and fundraising goals.
- Steer the written and electronic communications, marketing and public relations efforts of the organization to ensure that key messages are conveyed consistently to a range of audiences including individuals, corporate sponsors, foundation leaders, media sponsors, and government officials.
- Oversee development, marketing and office systems and procedures including timely and accurate donation processing, gift acknowledgements, tracking of all development information, and database files.
- Work to design and implement an effective event strategy; lead and oversee all aspects of fundraising and “friendraising” events.
- Supervise, mentor, and evaluate the current and future development staff.

### **Qualifications:**

- Three years development experience at a small- to medium-sized nonprofit.
- Ability to take initiative, construct, articulate, and implement short-term and long-term strategic development plans.



- Excellent team building skills, with demonstrated ability to lead and motivate in a creative and fast-paced environment.
- Outstanding oral and written communication skills.
- Effective planning, organizational, and time management skills and keen attention to detail.
- Ability to multi-task and adapt to a fluid and evolving program environment.
- Commitment to social justice and cultural responsiveness.
- Flexible style, a leader who can positively impact both strategic and tactical fundraising initiatives.
- Ability to work both independently and as part of a team to engage with others at varying levels and backgrounds.
- Bachelor's degree required, or equivalent relevant experience.

**Location:** This position is based out of our Salem, MA office. Remote work from home may be possible for 1 or 2 days/week.

**Schedule:** Full-time exempt (30-40 hours) with options for flexible scheduling. This position requires occasional early morning, evening meetings, and weekend events.

Salem Sound Coastwatch is committed to cultivating a diverse staff that is representative of the communities we serve. SSCW allows for flexibility to accommodate work-life balance with a combination of remote and onsite. Employees schedule their time around programming needs, which will vary throughout the year. When necessary to work an occasional evening or weekend day, compensatory time can be taken within the next month.

Salem Sound Coastwatch is an Equal Opportunity Employer, and does not discriminate based on age, class, color, disability, ethnicity, faith, gender, national origin, race, or sexual orientation. We are committed to diversity, equity, and inclusion in hiring, workplace, and work. Individuals with backgrounds or identities underrepresented in the environmental marketing field are encouraged to apply.

**Salary:** \$- commensurate with qualifications and experience.

For more information, see [salemsound.org](http://salemsound.org).

**Application:** email cover letter, 3 references, and resume to [barbara.warren@salemsound.org](mailto:barbara.warren@salemsound.org)

Barbara Warren, Executive Director  
Salem Sound Coastwatch  
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Position available starting in January 2025