



**Employer Name:** Inland Seas Education Association

**Location:** Suttons Bay, Michigan

**Position Title:** Fund Development Coordinator

**Job Description:** Inland Seas Education Association (ISEA) has the perfect opportunity for an experienced or up and coming fundraising professional. The ideal candidate would have some prior fund development experience and be ready to lead the fund development practices of an organization with a spotless 30-year track record of success. Furthermore, ISEA has just completed a significant capital project, which will afford the successful candidate time to get to know the organization and a great deal of positive momentum and energy to work with.

The ISEA Fund Development Coordinator is responsible for planning, organizing, directing, and executing routine fundraising including: mail and digital appeals, planned giving, special events, sponsorships, creating gift and grant proposals, and other fundraising activities as assigned. The Fund Development Coordinator works closely with the Executive Director, who has primary responsibility for major donors/grantors, and also with the Board of Directors in all development and fundraising endeavors.

***Primary Responsibilities***

- Support the work of the Executive Director in identifying, cultivating and soliciting major individual, corporate and foundation prospects
- Plan, organize and manage most routine fundraising activities
- Meet prospective donors and supporters as assigned
- Take the lead in developing sponsorships for ISEA programs, activities and ships
- Support grant seeking including research, proposal writing, and reporting requirements
- Support the Executive Director and Board in building a planned giving program
- Coordinate fundraising special events
- Lead Fund Development Committee meetings
- Work with the Executive Director and Fund Development Committee to develop the annual Fund Development Plan in conjunction with the development of the annual budget
- Execute goals and objectives as developed with the Executive Director
- Provide coordination, training, motivation and support to Board of Directors, staff and volunteers engaged in fund development
- Maintain gift recognition programs
- Support Program Coordinator in the disbursement of scholarship funding

**Fiscal Oversight**

- Oversee the process of tracking and recording grant financial reports
- Oversee fundraising database and tracking systems and process gifts when needed
- Work with auditors to generate reports related to fund development activities audit requirements
- Manage raffle license requirements.

## Communication

- Assist with the annual communications plan to ensure it is in alignment with organizational Strategic Plan and Fund Development Plan
- Support the creation of fundraising and event brochures, flyers, letters, etc.
- Provide development content for ISEA's web site and oversees electronic giving
- Represent the organization through presentations and public appearances
- Support the development of the Annual Report and Director's Newsletters
- Prepare reports and materials for the Executive Director and Board of Directors

## Leadership

- Serve as an ambassador to the community and donors to educate and promote the organization.
- Help build a positive organizational culture capable of attracting, retaining, and motivating quality employees and volunteers
- Provide regular performance feedback according to established performance objectives
- Display passion and optimism; Inspire respect and trust, mobilize others to fulfill the vision and mission; provide vision and inspiration to peers and subordinates
- Support staff in decision-making and process improvement
- Exhibit objectivity and openness to others' views. Build morale and group commitments to goals and objectives
- Exhibit sound and accurate judgment
- Develop creative approaches to achieve objectives as obstacles arise

## *Secondary Responsibilities*

- Demonstrate professional conduct at all times
- Other tasks as directed

## Requirements:

- Must embrace the mission of the Inland Seas Education Association.
- Strong interpersonal and writing skills.
- Have knowledge and experience in fundraising techniques, particularly mail and email appeals, sponsorship, prospect research, and grant and gift proposal writing.
- Possess the skills to work with and motivate staff, board members and other volunteers.
- Have the desire to get out of the office and build external relationships when assigned.
- Be organized and exhibit "follow through" on tasks and goals.
- Display a positive attitude, show concern for people and community, demonstrate presence, self-confidence, common sense and good listening ability.
- Bachelor's degree.
- 2 years minimum experience in professional fundraising.
- Valid driver's license.

## Preferred:

- Certified Fund Raising Executive (CFRE)
- Master's Degree
- Public Relations
- Marketing/Non-Profit Management

**Salary and Benefits:** Full time, salaried position with health, dental, and retirement benefits. Competitive salary commensurate with experience.

**How to Apply:** To apply, please email a cover letter and resume to Stephanie Rustem at [srustem@schoolship.org](mailto:srustem@schoolship.org) by September 13, 2019.