

Gundalow Company, Portsmouth, NH

## DEVELOPMENT COORDINATOR

### JOB DESCRIPTION

The nonprofit Gundalow Company seeks a Development Coordinator who will work with staff, crew, board, committees and volunteers to implement a Development plan designed to increase revenue from the annual fund, program sponsorships, membership, public sails and events. The ideal candidate will have nonprofit development and/or marketing experience, excellent people skills, and strong verbal and written communication skills.

### ESSENTIAL RESPONSIBILITIES:

- Assist Executive Director with donor development strategy to increase effectiveness of communications, seek prospective donors and sponsors, build awareness of our mission and participation in our programs
- Maintain Donor management software – Little Green Light – training provided
- Manage gift processing, donor correspondence, thank you letters
- Coordinate annual fund, membership, and events mailings
- Increase new memberships, sponsorships and annual fund contributions
- Coordinate and increase effectiveness of fundraising events held throughout the year
- Assist Operations Manager with marketing and promotions calendar using social media, website, and press releases.

### REQUIREMENTS:

- 4 year Bachelor's degree plus 3-5 years' experience in fundraising, donor relations and stewardship, or marketing in a nonprofit setting
- Proficient in Microsoft office, donor management software, In Design, Mail chimp and others as needed
- Strong knowledge of local philanthropic landscape a plus
- A passion for our mission
- Must be driven to increase revenue

### ORGANIZATION DESCRIPTION:

The nonprofit Gundalow Company's mission is to protect the Piscataqua region's maritime heritage and environment through education and action. To fulfill our mission, we use a recently built, traditional, wooden gundalow as our floating/sailing classroom. Having just completed five very successful years and over 1,600 sailing trips on the Piscataqua River (400 trips per year for school groups and the public) the organization is initiating a strategic planning process that will define goals and activities in 2017-2019.

### TO APPLY:

Send cover letter, resume, contact info for at least three references, and salary requirements to [director@gundalow.org](mailto:director@gundalow.org) no later than October 21, 2016.

Subject line: Search Committee Development Coordinator