



CHIEF ADVANCEMENT OFFICER
Seacoast Science Center
Rye, NH

Job Description

Envisioning a Healthy World Ocean

All life on Earth depends on a healthy Ocean. It is up to us, our planet's only caretaker, to take action to protect this fragile resource. There is no Planet B.

At [Seacoast Science Center](#), we believe the key to inspiring conservation of our natural resources lies in education and direct experience with coastal environment and marine ecosystems. Understanding the challenges, considering solutions, adapting behavior, and acting will have a transformational impact on life along the coast. As we contemplate the future, we look to nature and the ocean for our inspiration.

Seacoast Science Center is a beloved anchor institution for the NH seacoast community - a place to learn and have fun while developing an appreciation for our coastal environment and its inhabitants. At our home in historic Odiorne Point State Park, one of New Hampshire's ocean-facing treasures, we inspire visitors to discover the wonders of our natural habitats. Families are encouraged to get their feet wet in the tide pools, explore the touch tank full of wonderful creatures from the Gulf of Maine, be awed by the sea life in aquarium exhibits, and develop a deeper appreciation for the preservation and health of our oceans.

As the only oceanside science museum in the region, Seacoast Science Center is an integral part of New Hampshire's cultural economy and educational opportunities, attracting 90,000 visitors annually, with 30,000 participating in school-related field trips and summer camp programs - pre-Covid. A valued public resource, we encourage social interaction, community collaboration, and the pursuit of shared interests. See [Impact Report](#).

Position Summary

The CAO position has been created as part of a recently adopted strategic plan that focuses on preparing to undertake a major gifts campaign and to enhance core development capabilities.

Reporting to and working closely with the Chief Executive Officer, the Chief Advancement Officer is the senior advancement officer who will serve as a member of the leadership team charged with philanthropy, with emphasis on building donor pipelines and relationships with major donors, including portfolios of individual and corporate donors. This person will also drive the growth of an annual giving donor base.

This individual will serve as a visible frontline fundraiser, along with the CEO. The position's primary work is to identify, qualify, cultivate, solicit and close gifts and steward institutional commitments ranging from \$5,000 to \$50,000 and above.

The compensation range, based on qualifications, is \$75,000-\$90,000.

Primary Responsibilities

1. Collaborate with the CEO to set annual goals and budgets for individual and corporate philanthropy and develop strategies to achieve/exceed those objectives.
2. Engage with the corporate and foundation communities to pursue and enhance revenue sources that include major philanthropic commitments to support programs and services of the Center.
3. Engage with the Center's volunteer leadership to identify, engage, cultivate, and successfully solicit prospective donors and move existing donors to higher support levels.
4. Advance the Center's interests by identifying sources of support, proactively seeking opportunities to generate proposals based on corporate and foundation guidelines and priorities, matching institutional interests to the Center's philanthropic priorities, and maintain strong communication and stewardship ties with donors and prospects.
5. Oversee and manage a broad stakeholder and donor stewardship program.
6. Work with CEO to develop and implement appropriate giving societies to engage high net worth annual donors and prospects.
7. Meet mutually agreed upon metrics and revenue goals for in-person discovery and donor visits, in addition to regular correspondence and phone calls to assigned prospects/current donors.
8. Work with consultants to manage and lead a major gifts campaign for capital, program, and exhibit improvements.
9. Maintain a rigorous and disciplined schedule of contacts with corporate and individual donors, creating engagement plans, delivering compelling presentations, and crafting proposal concepts.
10. Document all activities, contact reports and related profile information in the donor database.
11. Lead and manage a growing advancement team.
12. Participate in and staff board committees, as assigned and appropriate.

Candidate Profile

- A. Seven years of progressive leadership experience in annual or leadership gift fundraising.
- B. Demonstrated success in soliciting \$5,000+ annual gifts; face-to-face solicitation experience is essential.

- C. Excellent presentation, written and verbal communications skills with the ability to write concise, logical, grammatically correct proposals to solicit major gifts and acknowledgments to maintain donor relationships.
- D. Smartly focused, goal-driven.
- E. Ability to work independently and take the initiative as well as participate as an effective team leader and member.
- F. Adept at problem solving and applying sound judgment and creativity in situations requiring independent initiative and tact.
- G. Willingness to travel regionally and nationally to conduct discovery research, cultivation, and solicitation of qualified prospects.
- H. Proficiency in Microsoft Word, Excel, PowerPoint, and relational databases.

Send Cover Letter and Resume to:
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