

Director of Annual Fund and Stewardship

Cape Eleuthera Foundation is a 501(c)3 non-profit founded in 1999 to support education and research. We have a strong track record of establishing transformative programs on the island of Eleuthera in The Bahamas. Our Boston-based team raises funds from philanthropists and foundations to help young people realize their potential, gain perspective on cultures different than their own, and make a positive impact on their world. The Island School, Deep Creek Middle School, and Cape Eleuthera Institute are among the long-term projects awarded grants by our Foundation's Board of Directors. Through these programs high school students learn to live on a green campus powered by renewable energy and explore academics outside the confines of traditional classroom walls. Local students from Eleuthera solve real-world problems as part of their middle school training. Researchers generate knowledge on resource management and sustainable development to inform local decision makers. A growing community of dedicated parents has consistently supported our tangible impact with consistent gifts toward operations, innovative campus enhancements, and a small but growing endowment.

Position Description

We are looking for a personable, enthusiastic, and driven individual to join our small, highly successful Boston-based administrative team. You will have experience in a fast-paced non-profit environment, with at least 3 years of successful experience in annual fund or major gift fundraising. You will oversee annual fundraising from parents and alumni and supervise other new hires as you coordinate the fundraising efforts for the Foundation. This is a full-time, 12-month administrative position working collaboratively with the Executive Director, Board of Directors, and the leadership of our grant recipient programs.

Responsibilities

Fundraising and Stewardship

- Complete our 5-year \$15 million capital campaign, Sharing Solutions in early 2016 (already 115% over goal) with reports and messages targeted at donor audiences
- Establish 5 -year goals and strategies for increasing support for the Foundation
- Make in-person asks (travel may be required)
- Manage alumni and advancement personnel, including Parent Fund Coordinator and Alumni Educator
- Provide support for major gifts cultivation and tracking

- Oversee and maintain control of grant and pledge requests, documents and reports
- Prepare and present development updates at board meetings and lead development committee meetings throughout the year
- Coordinate and execute end of campaign celebration events

General Advancement Support

- Database support and input
- Track progress throughout the fiscal year through regular reporting
- Support communications production to ensure a consistent and effective set of advancement appeals

Skills and Qualifications

- Bachelor's degree
- Minimum 3-5 years experience in development, preferably in education
- Excellent interpersonal, writing, communications and presentation skills
- Strong organizational skills and detail-oriented
- A high level of professionalism and integrity
- Creativity, intelligence, a sense of humor and flexibility
- Skilled at managing and motivating volunteers to meet goals
- Technologically proficient in Microsoft Office and Google web applications. Salesforce, or similar database experience is preferred
- Familiarity with our main grantee programs is preferred:
www.islandschool.org
www.ceibahamas.org
www.dcmsbahamas.org
www.csdbahamas.org
www.breef.org

Compensation

Salary commensurate with experience. Standard benefits for this full-time position include medical, dental and other workplace benefits. Office is located in Boston's downtown Financial District, 1 block from South Station.

Application

Please submit cover letter and resume in a single PDF to: efea@app.catchthebest.com
The position is available for immediate hire, with applications considered on a rolling basis.