



Clean Ocean Action Development Director Position Announcement

*Do you have a passion for the ocean?
How about working for a dynamic and passion-driven ocean protection organization?*
Clean Ocean Action's organizational culture is hard-working yet friendly and fun.

Clean Ocean Action (COA) is a nonprofit 501(c)3 organization dedicated to protecting marine water quality in the NY/NJ region. COA identifies sources of pollution and takes actions to stop them using research, education, and citizen action. For more information about COA visit www.cleanoceanaction.org.

Position Summary: The Development Director is an exciting and dynamic position for an effective multitasker who enjoys raising funds. At the direction of the Executive Director and in collaboration with the COA Crew, the Development Director is responsible for planning, organizing, and managing Clean Ocean Action's events and campaigns, including through foundations, appeals, donations, and special events, as well as major gifts, planned giving and capital campaigns. The Development Director is responsible for growing resources to support expansion and enhancement of COA's mission.

COA is committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and staff members without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. We hire great people from a wide variety of backgrounds, not just to do the right thing, but because it makes the organization stronger.

Benefits: Health and dental insurance coverage offered on a cost-sharing basis, paid holidays and PDO, employer paid professional workshops and trainings, reimbursed travel expenses, and working with great staff who are all motivated, fun and friendly!

This position is based at the Long Branch, NJ, office, just 2 short blocks from the beach and adjacent to a county park. Applicant must be willing to relocate or commute a reasonable distance to the office.

SPECIFIC JOB RESPONSIBILITIES

1. Development of an annual resource budget.
2. Meet prospective donors, supporters, and organizations on a continual basis to establish effective relationships.
3. Grow grants including through research, proposal writing, and reporting.
4. Direct the appeal program, including mailings and fundraising drives for the summer and end of year appeals.
5. Responsible for all aspects of special events, including annual major fundraiser Shore Shindig and Surf Open.
6. Responsible for sponsorships, in kind donations and support for multiple existing programs (Beach Sweeps, Corporate Sweeps, Student Summits, SEAL, and Rally Programs).
7. Manage External Events (events that businesses and individuals independently coordinate and donate proceeds).
8. Develop tracking system and grow opportunities for 3rd Party Donors.
9. Direct social media fundraising drives.
10. Oversee creation of publications to support fundraising activities.

QUALIFICATIONS

- Must embrace the mission of Clean Ocean Action
- Possess strong interpersonal, creative and writing skills
- Demonstrated success in multiple fundraising methods, including online
- Demonstrated success with motivating committee volunteers and supporters
- Detail-oriented, organized and able to multi-task
- 5 years minimum experience in professional fundraising
- Experience with Adobe Suite and QuickBooks
- Legacy giving experience, a plus

Annual Salary: Position is full time at the office in Long Branch, NJ, and requires evening and weekend work, as needed. Salary is competitive and commensurate with education, experience and other qualifications.

Application Instructions: Position currently open. Applications will be accepted until position filled. Please follow the directions below and submit the required documents to Office@CleanOceanAction.org with “Development Director_Your Name” in the subject line.

1. Resume or CV, including GPA if a recent graduate and any volunteer activities and hobbies.
2. Cover letter expressing your interest in working for Clean Ocean Action, why you enjoy this work, and why you are good at it. Please also include why you are considering leaving your current position and/or changing careers, if relevant.
3. One writing sample that is indicative of your environmental passion.
4. Three references from past or present direct supervisors (colleagues or personal friends not acceptable). Include their name, position, affiliation/connection to you, and contact information (phone and email).
5. Salary range expectation.