

Job Title	Development Director
Employer/ Agency	Sea Star Base Galveston sponsors one-of-a kind aquatics, maritime, and marine-based programs for individuals of all ages and backgrounds. Programs include summer camps, sailboat instruction, races, regattas, kayaking, fishing, powerboat handling, and on-the-water STEM classes.
Job Description	<ol style="list-style-type: none"> 1. Meet prospective donors and supporters on a continual basis to establish effective communications with them. 2. Grow a major gifts program, including identification, cultivation, and solicitation of major donors. 3. Manage and grow government and private foundation grant seeking, including research, proposal writing, and reporting requirements. 4. Manage and grow corporate social giving opportunities including research, proposal writing, and reporting requirements. 5. Manage and grow individual donor, monthly sustaining donor and planned giving programs. 6. Manage and grow sponsorships and sponsorship campaigns. 7. Direct the annual fund program, including mailings and annual fundraising drives, such as end of the year appeals. 8. Oversee special event fundraisers. 9. Oversee prospect research. 10. Work closely with the Executive Director, Development Coordinator, and Development & Marketing Committee to ensure annual revenue goals are met. 11. Oversee fundraising database and tracking systems. 12. Supervise and collaborate with other fundraising staff. 13. Oversee the creation of publications, such as annual reports, to support fundraising activities. 14. Maintain gift recognition programs. 15. Perform other related duties as requested.
Qualifications	<ol style="list-style-type: none"> 1. Must embrace the mission of Sea Star Base Galveston and the ability to articulate its values and vision to external stakeholders. 2. Strong interpersonal, verbal, and writing skills. 3. Have knowledge and experience in fundraising techniques, particularly major gift fundraising. 4. Possess the skills to work with and motivate staff, board members, and volunteers. 5. Have the desire to get out of the office and build external relationships. 6. Be a “self-starter” and goal-driven to initiate donor visits and fundraising calls. 7. Be organized and exhibit “follow through” on tasks, goals, and deadlines. 8. Display a positive attitude, show concern for people and community, demonstrate presence, self-confidence, common sense, and good listening ability 9. A bachelor’s degree in Business Administration, Communications, Marketing, Public Relations, or related field. 10. Minimum of five years of experience in nonprofit fundraising.

	11. CFRE preferred.
Salary/Hours	\$60,000-\$70,000; Monday-Friday; 8:00 am-5:00 pm
Employer/Agency	Sea Star Base Galveston
Address	7509 Broadway
City, State, Zip	Galveston, TX 77554
Contact Person	Glenn Urbach
Contact Title	Executive Director
Telephone Number	409.572.2560
Fax Number	409.572.2564
Email Address	gurbach@ssbgalveston.org
Application Method	Email cover letter and resume to gurbach@ssbgalveston.org . No phone calls.
Opening Date	Immediate

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