



Seafarers International House
Harbor of Hospitality

Position Description

Position: Director of Development

Reports to: Executive Director

Status: Full-Time, Exempt position based in New York, New York

Start date: March 1, 2018

Seafarers International House (SIH) is the Lutheran response to the urgent needs of vulnerable seafarers and sojourners. An ecumenical mission of the Evangelical Lutheran Church in America, SIH is a multi-faith, multi-national “harbor of hospitality” seeking to nurture the human spirit and foster human dignity by providing pastoral care, social assistance, temporary housing, advocacy and prayer. Core to our programming is our port ministry program serving seafarers, the men and women who spend their lives at sea and who deliver the vast majority of goods consumed around the world. Our port chaplains call on ships in the ports of New York, New Jersey, New Haven, CT, Baltimore, and Philadelphia. We also operate an 84-room lodging and hospitality facility in New York City near Union Square. A portion of the rooms in this guesthouse are used to house and serve seafarers, vulnerable refugees, asylum seekers, and survivors of human trafficking--people who travel under duress or difficult circumstances. To learn more, visit www.sihnyc.org

POSITION OBJECTIVE

The Director of Development will provide staff leadership and management of a comprehensive development program. She/he will lead and execute all development activities including Seafarer's special fundraising events; institutional giving from congregations and other church-related entities, foundations and corporations; individual giving; and donor cultivation and stewardship. The Director of Development serves as one of two front-line fundraisers in the agency, along with the Executive Director. She/he will work closely with the Executive Director and Development Committee to develop a multi-year fundraising plan to grow contributed funding. Seafarers seeks a fund development professional who is passionate, self-motivated, organized and energetic and whose values are aligned with Seafarer's goals to respond to the urgent needs to vulnerable seafarers and sojourners. This is an exciting and fulfilling opportunity for the right person.

RESPONSIBILITIES/ACTIVITIES

- Provide staff leadership and management of Seafarers' comprehensive development program, which currently funds 15-20% of the organization's annual \$2.6 million budget.
- Provide leadership for SIH's special events including the *Setting the Course Gala* and *Right of Asylum* reception.
 - Serve as staff liaison to the *Setting the Course Gala* Leadership Council and partner with them to develop the strategy and goals for the Gala; partner with SIH's Development Committee to develop the strategy and goals for the *Right of Asylum* reception.
 - Lead and execute the special event solicitation plan including in-person, mail, e-appeal, phone and on-site solicitation.
 - Manage and execute each event's program including entertainment, script and on-site appeal; and venue details including banqueting, audiovisual equipment, and décor.
- Provide leadership for SIH's Individual Giving Program
 - Oversee annual giving program and its giving vehicles, including direct response, automated, deferred and on-line options.

- Prioritize the acquisition and stewardship of new donors from special events and direct response appeals.
- Develop engagement strategies for prospective major donors; partner with Executive Director and Board Members to steward and secure major and deferred/legacy gifts from individuals.
- Oversee SIH's Institutional Giving Program
 - Serve as primary grants manager responsible for writing letters, proposals, reports, and other correspondence related to congregations and other church-related entities, foundations, and corporations.
 - Manage the portfolio of institutional funders and prospects; create and implement strategies for cultivation, solicitation, and stewardship of gifts;
- Serve as staff liaison to the Development Committee; partner with the committee, full board and the Executive Director to develop a multi-year fundraising plan to grow contributed funding including a potential Capital Campaign.
- Board Relations
 - Attend quarterly board meetings and work with all board members to support them in their efforts to fulfill their philanthropic charge.
 - Cultivate and recommend potential board nominees.
- Oversee donor-related reporting and communications
 - Ensure donors are entered and tracked appropriately in donor database
 - Prepare reports and analyses for the development committee and board.
 - Oversee the donor acknowledgement process and ensure donor-centered stewardship.
 - Oversee the development donor newsletters, the Annual Report and other donor-related communications.
- Oversee donor-related engagement projects including "Christmas at Sea" and visits to Asylum Seekers in Detention Centers and other ways to connect potential donors with the mission of SIH.

QUALIFICATIONS

- College degree required.
- Certified Fundraising Executives (CFREs) or those seeking the CFRE preferred.
- Ability to immerse her/himself in the maritime and the immigration communities and to relate work responsibilities to the mission of the church is essential.
- 3-5 years' experience in fundraising, stewardship and/or donor relations.
- Superior writing and research skills and strong interpersonal skills.
- Computer literate, with proficiency in Microsoft Office suite and experience with donor databases and/or Customer Relationship Management software.
- Ability to develop a comprehensive development budget and manage it.
- Ability to execute as well as manage; commitment to excellence and demonstrated organizational skills in time management, planning and prioritizing.
- Demonstrated experience as a self-starter and possessing a goal driven attitude to initiate and orchestrate donor visits and fundraising calls.
- Some travel and occasional evening or weekend availability for event attendance is required.

Salary and Benefits:

Salary is competitive and commensurate with experience. Seafarers has an excellent benefits package, including a 12% pension, full health and dental benefits, and paid vacation.

To Apply: The position is available March 1, 2018. Interviews for the position will begin in December, 2017 with finalist interviews continuing in January, 2018. Please send resume and cover letter with salary requirements formatted as a Word document or Adobe PDF to Rev. Marsh Drege, Executive Director: drege@sihnyc.org. No phone calls please.

Seafarers does not discriminate on the basis of race, ethnicity, gender, religion, or sexual orientation.