



Position title: Fundraising and Membership Coordinator

Effective: April 12, 2023

Status: Full time, benefits eligible, \$45,000 Annual Salary

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 marine ecosystems. Understanding the challenges, considering solutions, adapting behavior, and taking action will have a transformational impact on our New England waters. As we contemplate the future, we look to the ocean for our inspiration.

Seacoast Science Center

Seacoast Science Center is a beloved anchor of 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 wondrous 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 ocean-centric 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.

Position Summary

The Fundraising and Membership Coordinator (FMC) provides administrative support for Seacoast Science Center's membership program and fundraising activities. This includes data entry, revenue allocation, database upkeep, report generation, and gift acknowledgement, and membership fulfillment. In addition, the FMC will help to develop membership incentives and communications, and perform analytics and market research for fundraising, and membership growth and member retention.

Primary Responsibilities

The Fundraising and Membership Coordinator administers SSC's membership program and provides administrative support for SSC's fundraising program. Responsibilities include managing the fundraising/membership database, data entry, cash handling and revenue allocation for accounting purposes, report generation, and gift acknowledgement and membership fulfillment. In addition to fundraising and membership data management, the FMC will help with the development and implementation of membership incentives and communications, as well as performing analysis and market research for membership growth and retention.

The Fundraising and Membership Coordinator may be asked to provide donor research utilizing SSC's various search and wealth screening tools. As a critical member of the SSC's fundraising team, the FMC will collaborate with other SSC departments to organize and coordinate communications, special projects, and member-only activities. Other duties as assigned.



Key Competencies

- Well-organized self-starter who can manage time effectively and who possesses excellent written and oral communication skills
- Ability to perform multiple tasks, to track details, and to set priorities in a fast-paced environment
- Ability to engender trust and confidence of donors and prospective donors and to maintain confidentiality of donor information
- Able to exercise independent judgment with regard to work responsibilities
- Ability to be congenial, professional, and effective in handling situations with donors, staff, and visitors
- Integrity in dealing with confidential information
- Strong verbal and written communication skills including proofreading
- Must be able to multitask and manage multiple details in a fast-paced environment

Experience

- Interest in fundraising to support organizational mission is strongly desired
- Minimum 2 years of experience in an administrative or fundraising capacity
- Excellent organizational skills with proven experience managing time effectively
- Proven ability to exercise independent judgment and prioritize workload
- Proficient with Google Workspace
- Proficient in fundraising CRM and wealth screening databases

How to Apply

Please send a cover letter and resume to careers@sscnh.org with FUNDRAISING & MEMBERSHIP COORDINATOR in the subject line.