



Development and Operations Assistant
Job Announcement and Position Description

Location: Silver Spring, MD

The National Marine Sanctuary Foundation (Foundation) – a private, non-profit organization dedicated to strengthening and promoting U.S. national marine and Great Lakes sanctuaries – seeks a Development and Operations Assistant to support the Director of Development and the Director of Operations. This is an excellent position for an individual with a strong administrative background who is interested in developing experience in fundraising and contracts management.

Overview of Position

The Development and Operations Assistant will have oversight and responsibility for tracking and responding to all donations coming into the Foundation and supporting the Director of Development, as well as serving as an internal point of contact for vendors. In addition, the position will compile contracting details and generate contracts for numerous vendors and independent contractors.

Responsibilities

Approximately 60 percent of the assistant's time will support the Director of Development with the following administrative fundraising responsibilities:

- Record all incoming donations in money log and donor tracking database.
- Log all incoming grants and efficiently route paperwork and – work with the Director of Development to track reporting requirements.
- Coordinate all aspects of workplace campaigns (e.g. federal Combined Federal Campaign).
- Provide administrative support for special events such as the Ocean Awards Gala, including assisting with mailings, phone inquiries, in-kind gift tracking and other clerical duties and database module maintenance and updates.
- Draft administrative memorandums, letters of correspondence, and thank you and acknowledgement letters. Research prospective donors and foundations. Schedule site visits and meetings, compiling necessary information for the meetings; maintain the development calendar and proposal tracking system; attend board development committee meetings to take minutes and produce materials for presentations; and assist in coordinating the Annual Benefit Auction.



- Maintain the development calendar and proposal tracking system, and produce materials for donor presentations.
- Support reconciliation of donor database and financial database records.

Approximately 40 percent of the position's time will support the Director of Operations with the following office management, contracts, and grants responsibilities:

- Draft contracts from template, and compile related information including statements of work, DUNS numbers, W-9s, contact information and contractual terms for all independent contractors and vendors. Upload documents and track contract terminations as appropriate; prepare amendments as necessary.
- Administration of Foundation's internship program, including drafting and tracking internship agreements, and disseminating pertinent information to those bringing on interns.
- Request quotes and order services that support Foundation operations, including phones, Information Technology, supplies, etc.

Skills and Abilities

- Ability to communicate effectively both verbally and in writing.
- Exacting attention to detail, skill in proofreading and formatting documents.
- Ability to prepare reports and records.
- Ability to plan, organize and coordinate multiple work assignments.
- Ability to engage and work with donors and grantors tactfully and courteously.
- Ability to distinguish among competing priorities and balance demanding workloads;
- Skill in developing and maintaining relationships both internally and externally.
- Ability to work on multiple priority tasks concurrently.

Requirements and Qualifications: The successful candidate will have an Associate's degree or higher and at least 2 to 3 years of experience in administrative functions, donor relations, and/or operations. Also required are excellent computer skills with proficiency in Excel, Word, and database maintenance, strong verbal and written communication skills, excellent interpersonal skills, and a collaborative work style. A demonstrated commitment to high professional ethical standards and a diverse workplace is also important.



**NATIONAL
MARINE
SANCTUARY
FOUNDATION**

Compensation and Benefits: The Foundation offers a competitive benefits package that includes health and dental insurance, life insurance, and a retirement savings plan. The Foundation is an equal opportunity employer.

Position commensurate with experience: \$38,000 - \$42,000

To apply: Applications should include a cover letter, resume, and salary requirements to applicants@marinesanctuary.org. Applications due by August 5, 2017.

The **National Marine Sanctuary Foundation** connects people to the underwater places that define the American ocean—national marine sanctuaries. The Foundation is the private, non-profit partner to the federally managed National Marine Sanctuary System. The Foundation is dedicated to protecting and supporting national marine sanctuaries through advocacy, education, public awareness, and conservation. The Foundation's signature programs are Capitol Hill Ocean Week®, the largest annual ocean-focused conference in Washington, D.C., and the Ernest F. Hollings Ocean Awareness Trust Fund, a competitive grant program promoting public engagement on ocean-related issues. The sanctuary system consists of 14 sites, with more than 150,000 square miles of area in the ocean and Great Lakes, stretching from the Florida Keys to the Pacific Islands and from the shore of Lake Huron to the Gulf of Mexico. More information can be found on our website at www.marinesanctuary.org