

## **JOB DESCRIPTION**

### **POSITION:** Development and Marketing Coordinator

This is a full-time combined position whose time is split between two 501(c)(3) non-profit organizations, each of which have a nationwide presence and charitable donor base. The successful candidate will report to the Executive Director of the CEC/Seabee Historical Foundation (“SHF”) and the Seabee Memorial Scholarship Associations (“SMSA”).

### **SUMMARY**

SHF and SMSA share a common goal of honoring U.S Navy Seabees, Seabee Veterans, and their service to the Nation. The Seabee community is broadly defined to include all those who have served in the United States Navy Civil Engineer Corps (“CEC”) and/or the United States Naval Construction Force. SMSA is a 501(c)(3) organization that was incorporated in Washington, the District of Columbia, on August 7, 1970, for the purpose of constructing appropriate memorials to the work of the U.S. Navy Seabees and awarding scholarships to deserving children and grandchildren of the men and women of the U.S. Naval Construction Force. SMSA has its headquarters in Washington, DC. SHF is a 501(c)(3) organization that was incorporated in the State of Mississippi on September 24, 1991, for the purpose of preserving, promoting, and perpetuating the rich history of the U.S. Navy Seabee military construction forces and the Civil Engineer Corps. SHF has its headquarters in Gulfport, Mississippi. The staff of both organizations work as one combined staff under direction of the Executive Director, despite being funded by two separate organizations. Both organizations maintain active websites. For more information, access the links here, at [SMSA](#) and [SHF](#).

SHF and SMSA seek a mission-driven, experienced, development and marketing professional who possesses the skills, experience and cultural fit to support these two national, independent organizations simultaneously. The successful candidate will be able to execute development plans, achieve fundraising goals, plan and manage fundraising events, effectively communicate with donors, stakeholders, and board members through written and electronic communications and social media. As Development and Marketing Coordinator, the successful candidate will ensure that SHF’s and SMSA’s fundraising, marketing and special events programs are strategically planned, aligned, and effectively executed.

## **RESPONSIBILITIES**

### **General Responsibilities**

- Oversee the day-to-day operations of the effort to raise funds through direct mail, email and websites.
- Promote the two organizations to the public using newsletters, emails, websites and social media.

- Help plan and execute fundraising events for both organizations, including but not limited to galas and golf tournaments.
- Prepare proposals for the Executive Director and board members to present to prospective donors.
- Work with the Executive Director to solicit individual and corporate donors.
- Effectively represent each organization and promote a positive image to ensure positive community representation.
- Other duties as assigned by the Executive Director.

## **SPECIFIC DUTIES**

### **Fundraising**

- Oversee and actively engage each organizations' fundraising efforts, outreach, stewardship, and donor cultivation.
- Work with the SHF and SMSA Executive Director in identifying new opportunities/ideas for fund raising.
- Oversee comprehensive marketing and communication strategies that will ensure consistency throughout the organizations and enhance revenue from major donors, foundations, and corporations.
- Provide research on potential individual, corporate and foundation donors for use by the stewardship committee of each organization.
- Update the weekly fundraising tracker for each organization.
- Research and apply for grants on behalf of each organization.

### **Programs and Public Relations**

- Oversee the development and production of shared newsletters produced by both organizations.
- Oversee the development and production of an individual annual report produced by each organization.
- Produce and manage regular posts to each organization's social media, in coordination with each organizations marketing committee.
- Communicate with other staff to ensure that programmatic goals are being prioritized and met.
- Assist the Executive Director to engage reporters, donors and other community members through traditional and social media.
- Actively engage active-duty Seabees, retired Seabees and Seabee reunion groups to raise awareness of the two organizations and make connections for potential donors. This can include speaking at events representing the organizations.

### **Board Relations and Support**

- Support the Executive Director, Board Chair and Committee Chairs in providing material for presentation to the respective boards.

### **Administrative**

- Provide administrative support as needed to the Executive Director.

### **Other**

- Other duties as assigned by the Executive Director.

### **Professional Growth Expectations**

- Develop relationships/collaborate with other similar type nonprofits on internal processes and fundraising techniques/ideas.
- Seek out training opportunities to maintain proficiency in nonprofit professionalism.

## **QUALIFICATIONS**

**Candidates may emerge from nonprofit, foundation, government, or industry backgrounds and should possess the following:**

- Bachelor's Degree in marketing, communications or nonprofit management or similar field preferred but not required.
- 3-5 years of experience in fundraising, nonprofit work, special events or marketing.
- Prior nonprofit experience is valued.
- A proven track record of success.
- Proven abilities and experience in writing, editing, communication.
- Excellent collaborative skills with an ability to communicate and work effectively with a variety of internal and external stakeholders in a remote work environment.
- Outstanding presentation and communication skills and the experience to be an effective spokesperson, relationship builder, and fundraiser.
- Well skilled and versed in internal and external communications with an understanding of social media platforms and their use for messaging.
- A connection with the U.S. Navy, the Civil Engineer Corps and/or the Seabees is desired, but not required.

## **WORK ENVIRONMENT**

Both organizations combine office or remote work and either is available for this position. The successful candidate will work from home or will be provided office space in the SHF offices in Gulfport MS or the Seabee Museum in Port Hueneme CA.

## **HOW TO APPLY**

**For immediate consideration please send your resume, cover letter, and salary requirements to danmiller@seabee.org using the subject title "SHF\ SMSA Development and Marketing Coordinator Search". Submissions made on or before 15 June 2022 will be considered.**